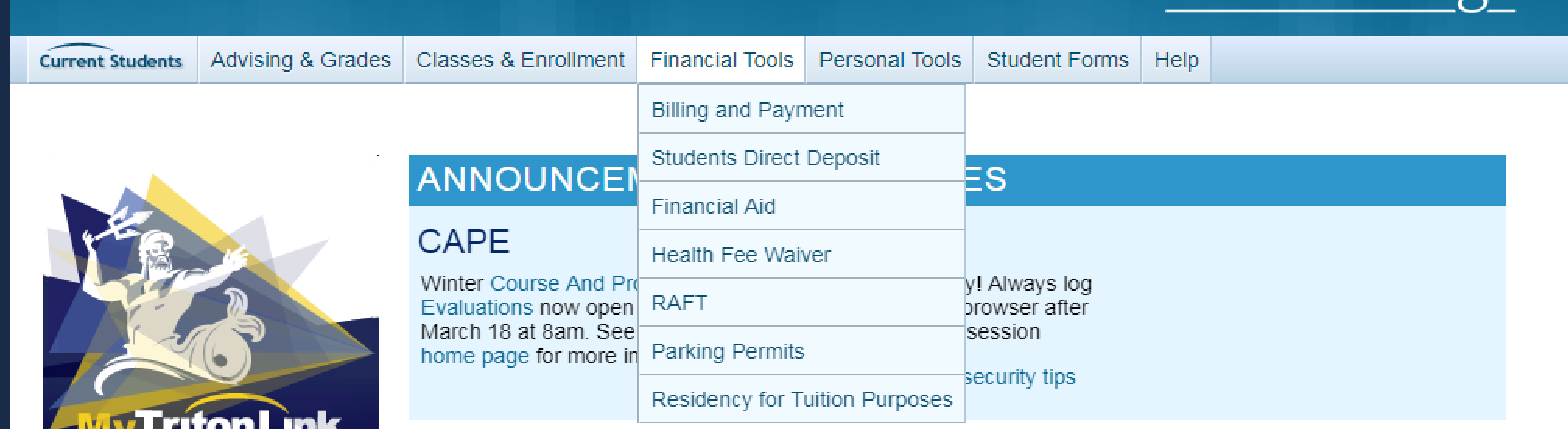


ENROLLING AN AUTHORIZED PAYER

Learn how to authorize a parent/payer on your student account

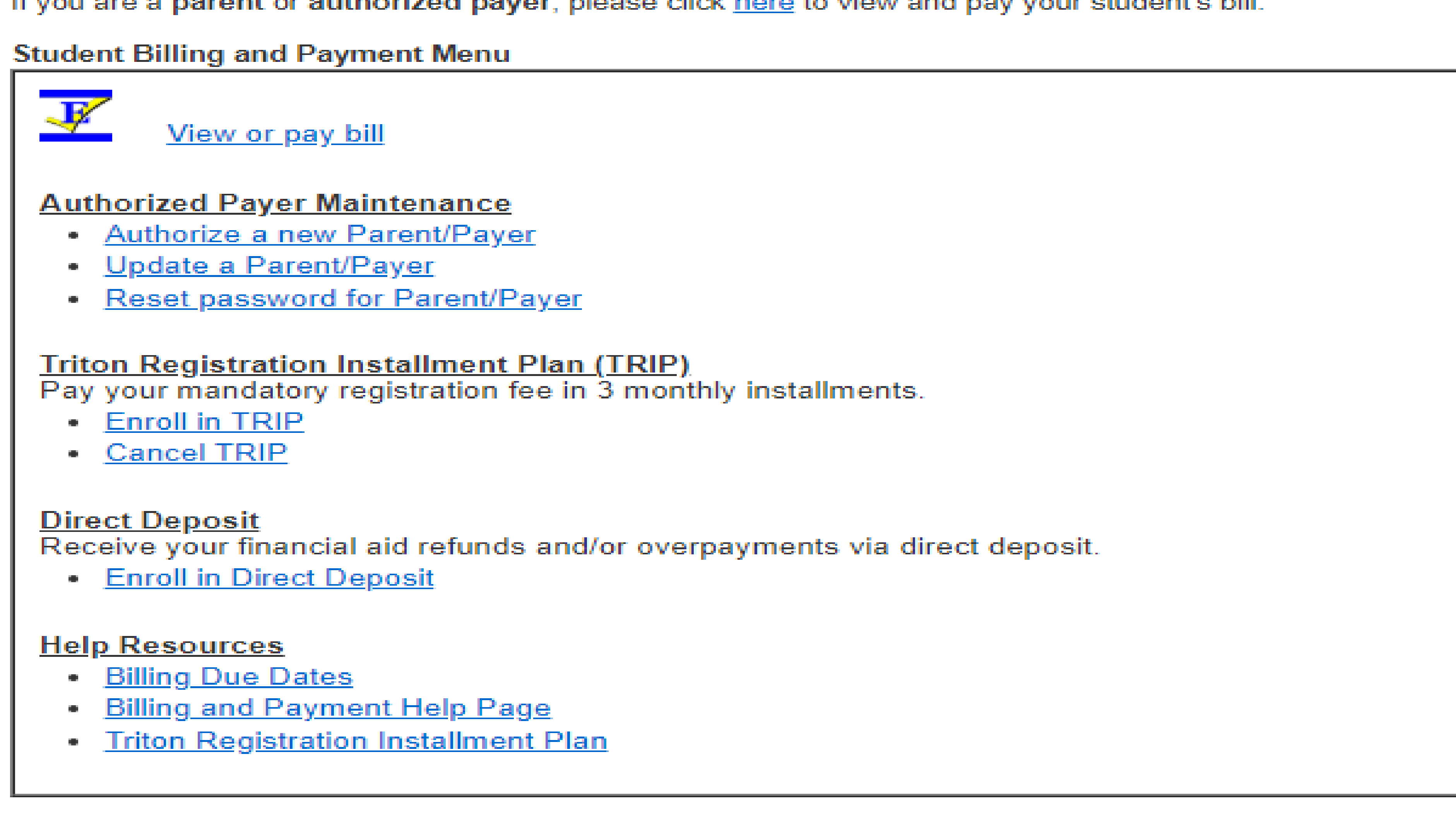
Log In to TritonLink

Students will go to mytritonlink.ucsd.edu and log in. Once logged in, they will hover over the "Financial Tools" tab and select the "Billing and Payment" option. This will direct them to the Billing & Payment menu, where they will select the "Authorize a parent/payer" option.



Billing & Payment

If you are a parent or authorized payer, please click [here](#) to view and pay your student's bill.



Questions? Contact [Student Financial Solutions \(SFS\)](#)

Enter Authorized Payer Information

The enrollment screen provides further information in regards to adding an authorized payer.

The student will enter and save the requested information for up to 3 separate authorized payers.

Add Parent/Authorized Payer

From this page, you can give authorized payers access to your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

- You are granting access to an authorized payer to: make payments on your student account, access your billing statements, view your payment history, and view your account activity. Authorized payers cannot initiate actions on your accounts such as request a refund or cancel a check payment. These actions can only be requested by the student.
- By adding an authorized payer, you agree to be bound by our [terms and conditions](#). Read carefully before proceeding.
- Enter the name and e-mail address of the authorized payer.
- Click **Save** to enroll.
- You and your payer will receive enrollment confirmation via e-mail.

Note: All entry fields are required.

First Name
Last Name
E-mail address
Confirm e-mail address

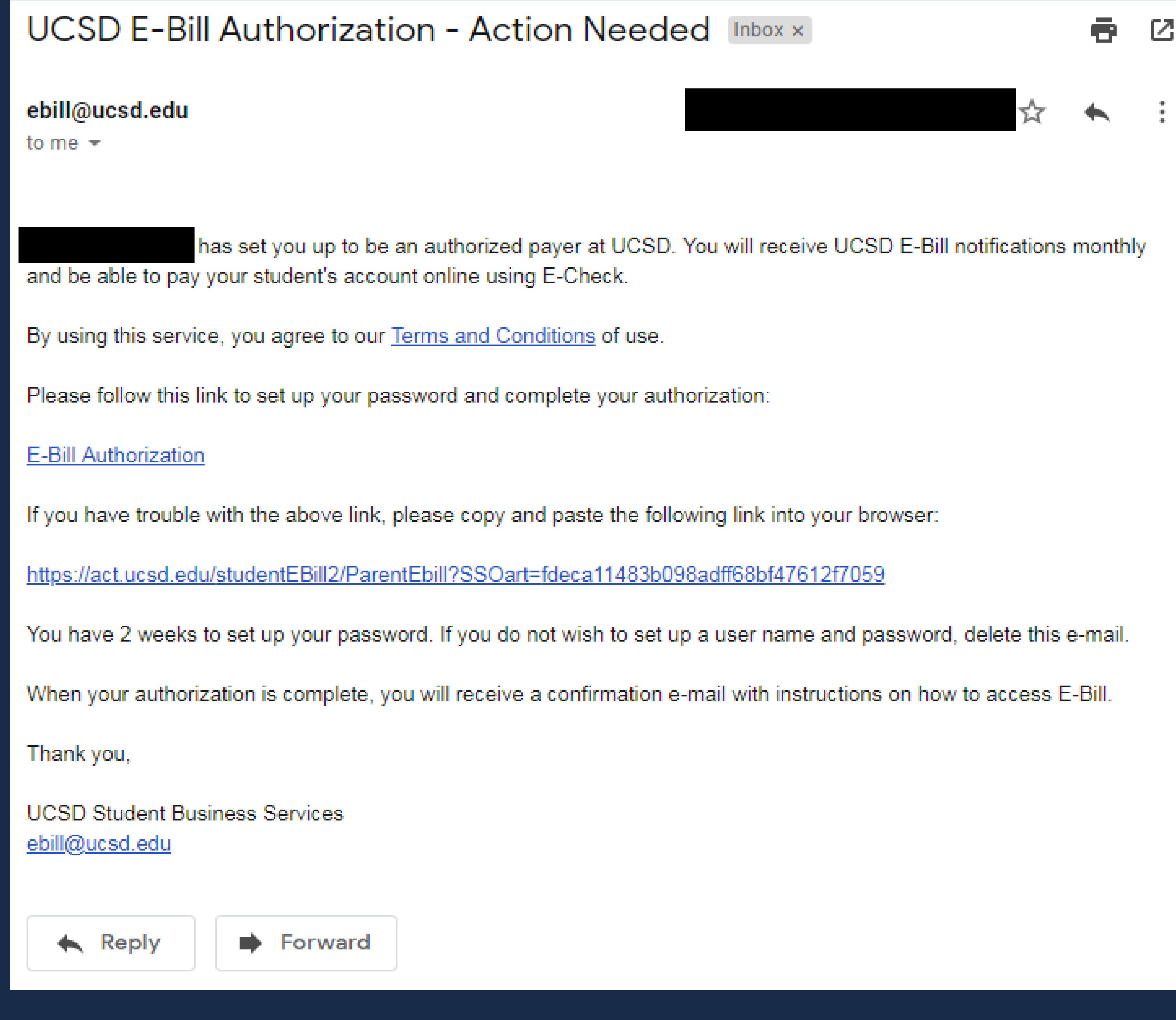
[Guide to Online Payments](#)

[Return to Billing and Payment Menu](#)

Receive Confirmation Email and Set Up Account

The authorized payer will receive an email from ebill@ucsd.edu with enrollment instructions and an active link. Follow prompts as directed to set up your account. If you do not receive an email within 5 minutes of enrollment, please check your email spam/junk folders.

Note: The link is only active for 2 weeks. After this period, the student will need to re-enroll you as an authorized payer.



Access Your Student's Billing Account

Once your account has been created, you will be able to:

- Access your student's billing and payment portal
- Make a payment via e-check, debit/credit card, or Western Union
- Receive monthly email notifications when statements are ready to view
- Contact Student Financial Solutions with questions regarding account activity



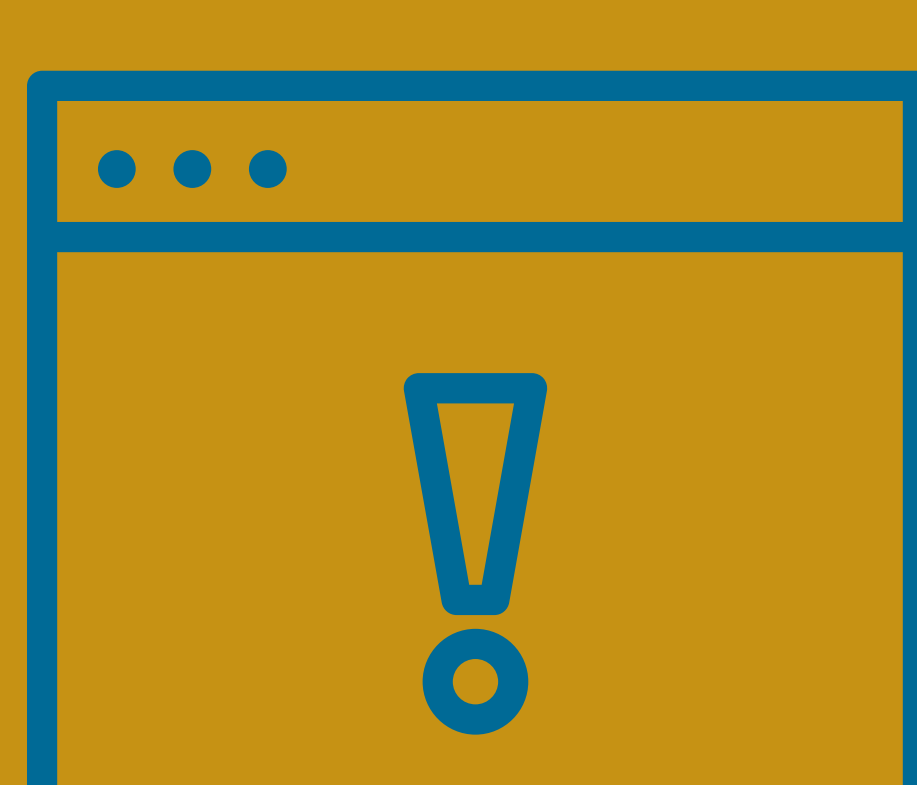
Troubleshooting Tips

Experiencing issues? Follow the tips below!



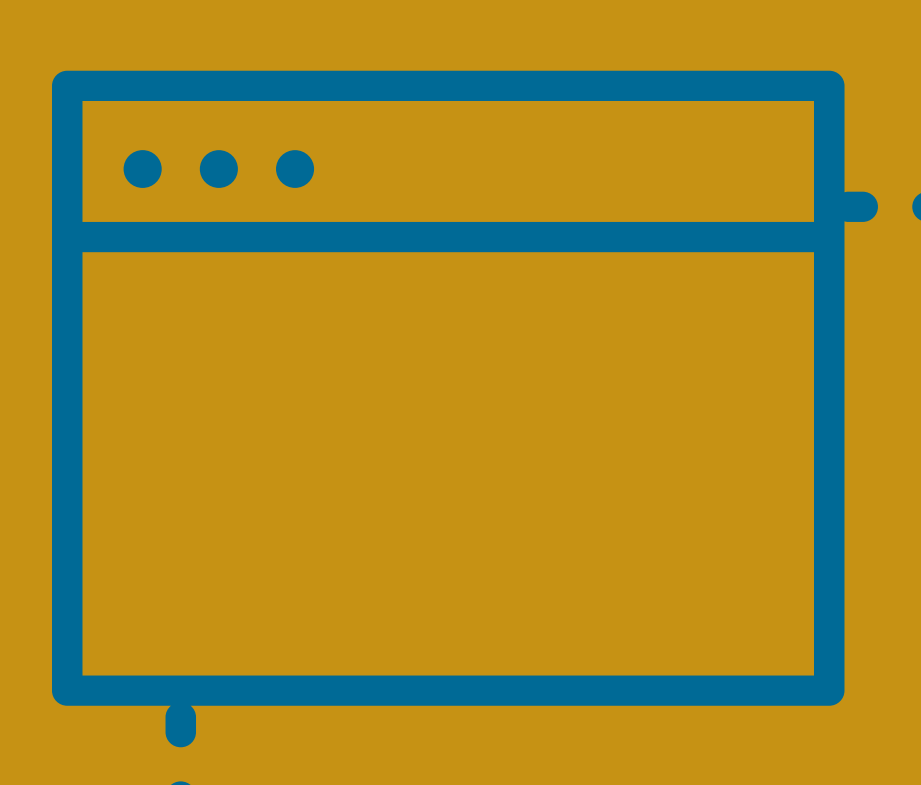
Correct Link

Ensure you are logging into the parent portal directly, not through Tritonlink-click here.



Clear History

If you receive a security error message, delete the cookies and clear your browser history, and try logging in again.



Different Browser

Opening a new window or using a different browser will aid in accessing the authorized payer portal.

Connect With Student Financial Solutions!

Phone: 858-822-4727

Email: studentbusiness@ucsd.edu

In-Person: Student Services Center Suite 355