

AUTHORIZED USER INSTRUCTIONS

Dear SMC student,

Tuition bills and payments are a very important part of being enrolled as a student at Saint Mary's College of California (SMC). It is important that all students become aware of our ELECTRONIC billing method and the online services provided.

As a student, most of you would like your parents to receive a billing statement, however, because of Federal privacy laws, we are unable to send them a bill unless YOU create an Authorized User profile for your parent(s).

What is an Authorized User? Authorized Users are parents, grandparents, employers, spouses, or anyone who is given access by you (the student) to view bills, make payments, and setup payment plans online. SMC students must create Authorized User profiles through the Student Account Center on GaelXpress.

Below are the instructions. Please take a moment to do this with your parent(s). The set-up only needs to be done once and takes only a few minutes. Please make sure you have the email address of the Authorized User handy. **If you choose not to do this, be aware that only you will receive the eBill, NOT YOUR PARENTS.**

1. Student logs into ***my.stmarys-ca.edu*** - Your gateway to SMC services and information.
2. Enter User Name and Password.
3. Under Student Portal, click on the ***GaelXpress*** link (GX).
4. Click on the ***Log In*** tab
5. Click on ***Current Students***
6. Under Student Account Center, click on ***Student Account Center***
7. Under My Profile Setup, click on ***Authorized Users***.
8. Input the Authorized Users email address, and answer ***Yes*** to both questions
9. Click on ***Continue***
10. Check the ***I Agree*** box and click ***Continue***. Once you click Continue, the Authorized User setup is complete. The Authorized User will receive two emails with further information.

Once you submit an Authorized User profile, the Authorized User will receive two emails. The first email notifies the payer of their Authorized User status. The second email will provide the Authorized User with a link to log-in to the Student Account Center and a temporary computer-generated password. Upon logging in, the Authorized User will be prompted to RESET THE PASSWORD to their preference.

All eBills will be sent to Authorized Users via email delivery notice from Saint Mary's College. When Authorized Users receive the email they simply click on https://secure.touchnet.net:443/C21320_tsa/web (Authorized Users should *NOT* access the eBill through GaelXpress). Once on the above site, enter the Authorized User's email address and password to log-in. From here, Authorized Users have access to view bills and account activity, setup payment plans, and make payments (via eCheck). *****Please note: credit cards are not accepted*****

Should you have questions or need assistance, please do not hesitate to contact the Business Office at (925) 631-4209 or business@stmarys-ca.edu, Monday – Friday, 8:30am-5pm, or visit www.stmarys-ca.edu/tuition