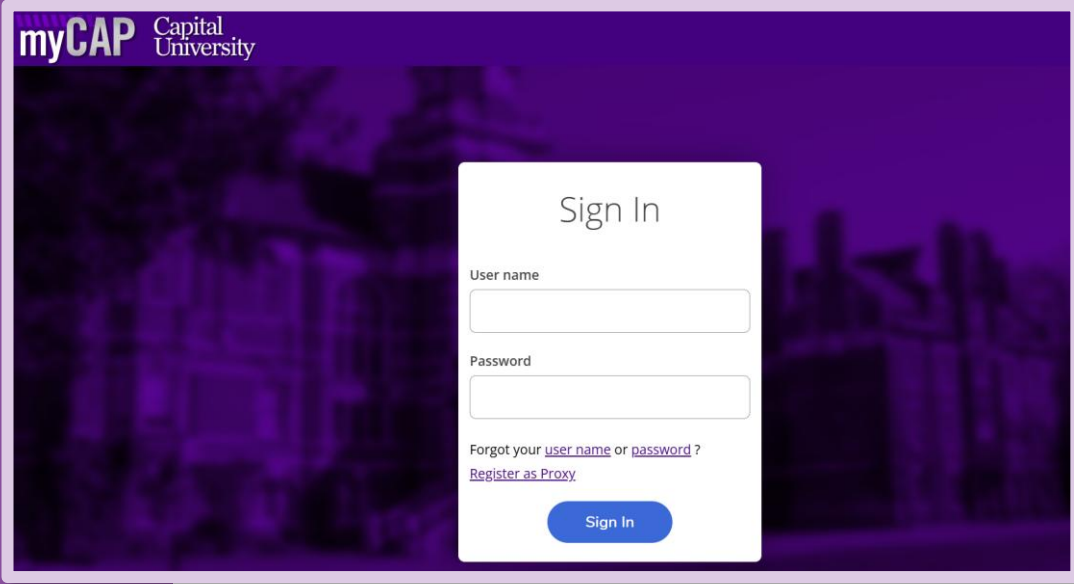
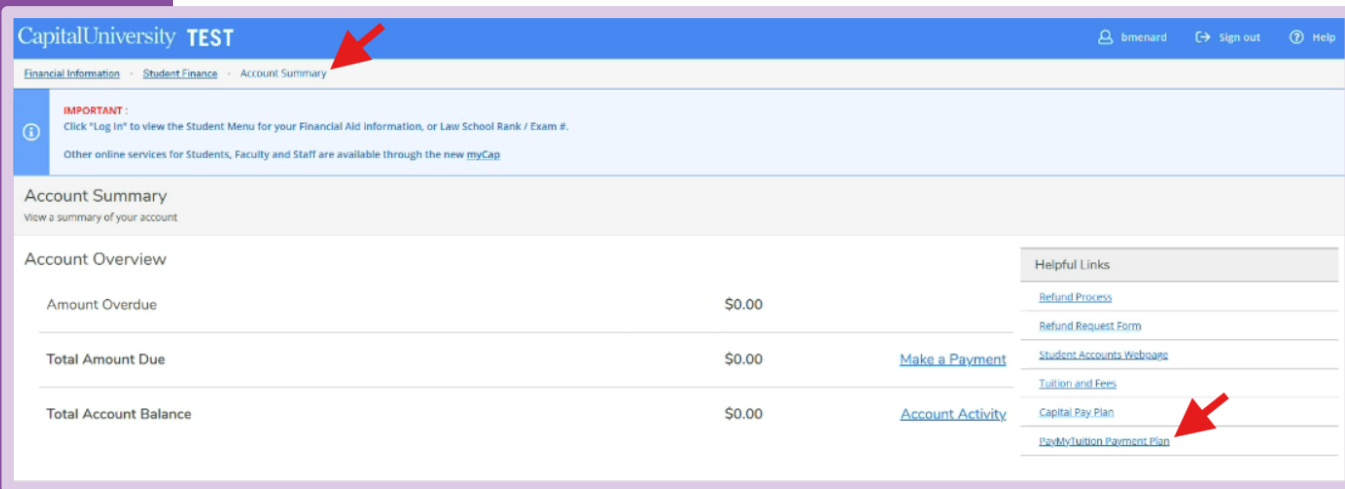


# Capital University



✔ Sign in to your [myCAP](#) portal.



✔ Access the **Account Summary** page and select **“PayMyTuition Payment Plan”** from the **Helpful Links** to be redirected to the PayMyTuition portal.

PAYMENT CENTER   STATEMENTS   E-DOCUMENTS   **CREATE PROFILE**

### Setup your profile

Once you have setup your profile you will be able to:

- Setup notifications via email or SMS
- Setup payment options and schedule your payments
- Add authorized users to your account**
- Manage your refunds and setup auto-deposits

#### Profile Information

First Name:                      Last Name:  
Student ID:                      Preferred Email Address:

Click on the register button below to setup your profile. You will be able to update your information prior to setting up your profile.

**REGISTRATION DETAILS**

## STUDENT INSTRUCTIONS ADD AN AUTHORIZED USER TO YOUR PAYMYTUITION PROFILE

### Step 1: Register for an Account with PayMyTuition

- ✓ Upon redirecting into the PayMyTuition portal, select **CREATE PROFILE** and select the **REGISTER DETAILS** button.

### LOGIN/SIGN UP

Log in   Sign up

First Name                      Last Name  
Email address                      Phone Number  
Password                      Confirm password

Yes   Do you want to enable 2 factor authentication?   OTP expires 3 min after receipt.

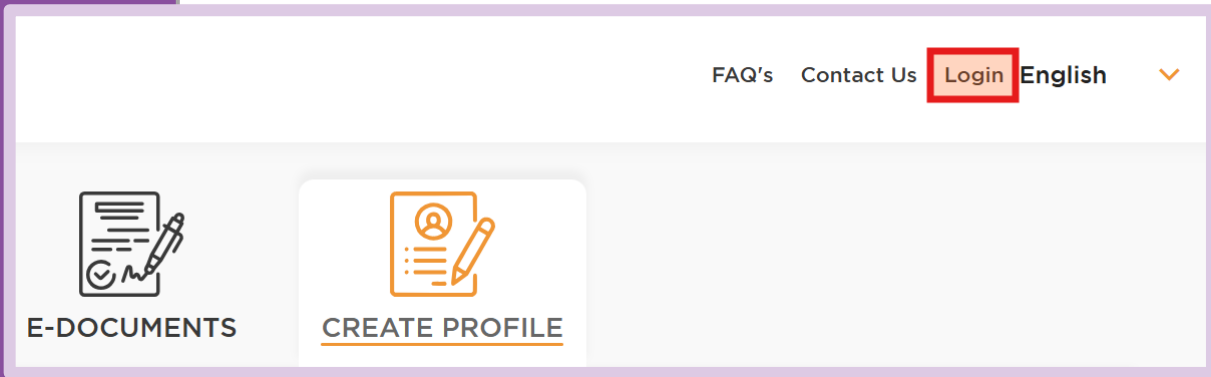
How you would like to receive your verification code?  
 Via Email

**CREATE AN ACCOUNT**

- ✓ Complete the **LOGIN/SIGN UP** form requirements and select **CREATE AN ACCOUNT**.

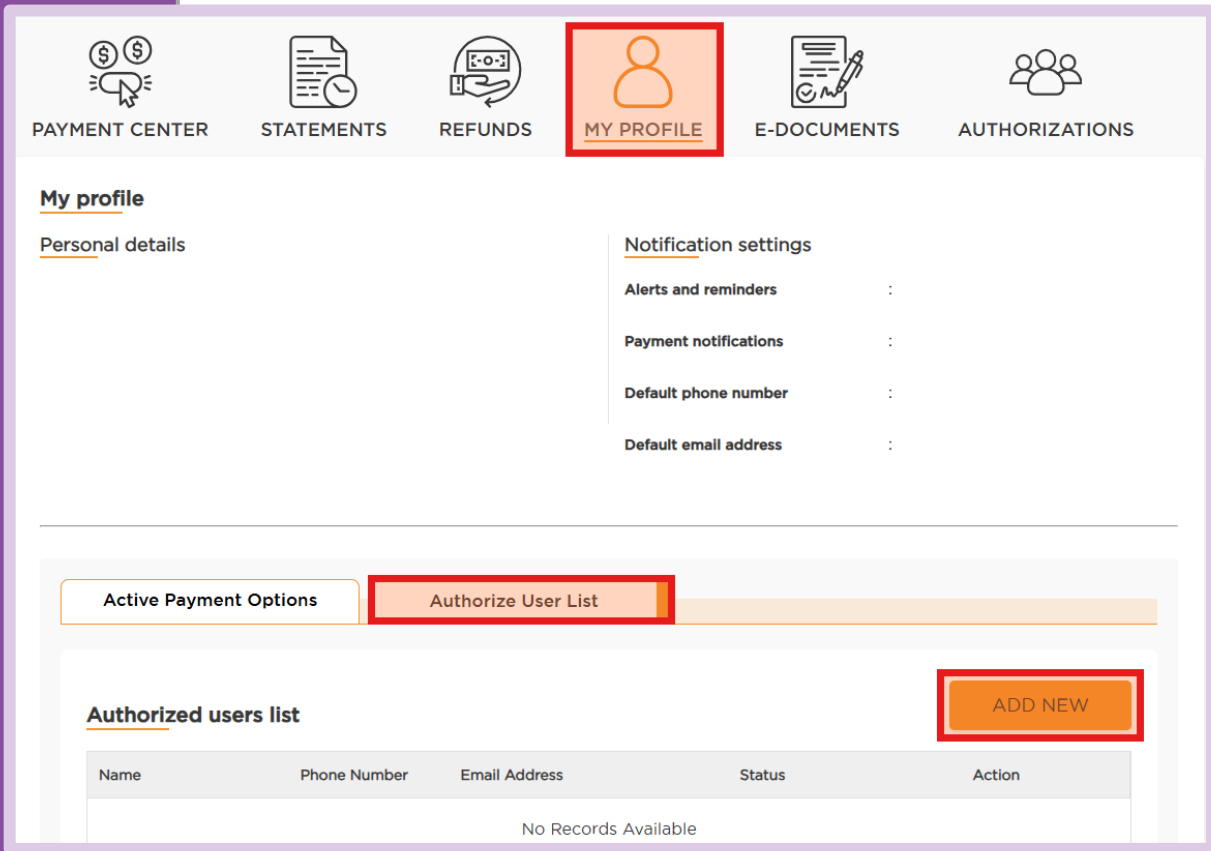
- ✓ Be on the look for an email from PayMyTuition confirming your profile has been created.

If you previously registered for an account with PayMyTuition, proceed to **Step 2**.



## Step 2: Add an Authorized User

- ✓ Within the PayMyTuition portal, login to your PayMyTuition account.



- ✓ Select the **MY PROFILE** section and select **Authorize User List** at the bottom of the page. Select **ADD NEW**.

### ADD AUTHORIZED USER ✕

**First Name**  
First name\*

**Last Name**  
Last name\*

**Email Address**  
Email address\*

**Phone Number**  
Phone number\*

Would you like to allow this person to view your payment history and account activity?  No

Would you like to allow this authorized user to view all transactions?  No





Would you like to allow this authorized user to view your electronic document center?  No

**CANCEL** **ADD**

- ✔ Input the authorized user information. Remember to enable the correct permissions for the authorized user by toggling the security options available.
- ✔ Once the form is complete, select **ADD**. The authorized user will receive an email from PayMyTuition requesting they register as a user.

Active Payment Options | Authorize User List

**Authorized users list** ADD NEW

Name	Phone Number	Email Address	Status	Action
Jane Doe	0001112234	janedoe123@gmail.co...	Pending	   

- ✔ Students can track the status of their authorized user request, edit authorized user details, delete the authorized user from their account, and resend the email link for registration within their Authorized users list dashboard.



Hello Authorized User,

John Doe has granted you access to their student financial account. Please click on the link below to register your account and establish your personalized login.

[Click here to register your account!](#)

If you have any questions, please contact us directly or your dedicated department at your institution.

Regards,

**PayMyTuition Support Team**

Email: [studentrefunds@paymytuition.com](mailto:studentrefunds@paymytuition.com)

Toll Free: [+1.855.663.6839](tel:+18556636839)

Canada Local: [+1.905.305.9053](tel:+19053059053)

US Local: [+1.201.209.1939](tel:+12012091939)



## AUTHORIZED USER INSTRUCTIONS ACCESSING YOURPAYMYTUITION PROFILE

### Step 1: Complete your Account Registration with PayMyTuition

Authorized Users will receive an email from PayMyTuition with a request to register for an account. Select the link within the email to complete your account setup.

### Login

Email address

Password



[Forgot your password?](#)

LOGIN



### Step 2: Access your PayMyTuition Account as an Authorized User

To access your PayMyTuition account as an Authorized User, visit <https://payment.paymytuition.com/login>.

Input your email address and password and select **Login** to access your students' Payment Center and view or action on payments.