

HOW TO CREATE AN AUTHORIZED PAYER ACCOUNT FOR TRANSACTION

AUTHORIZE SOMEONE TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR PAYMENT PLAN



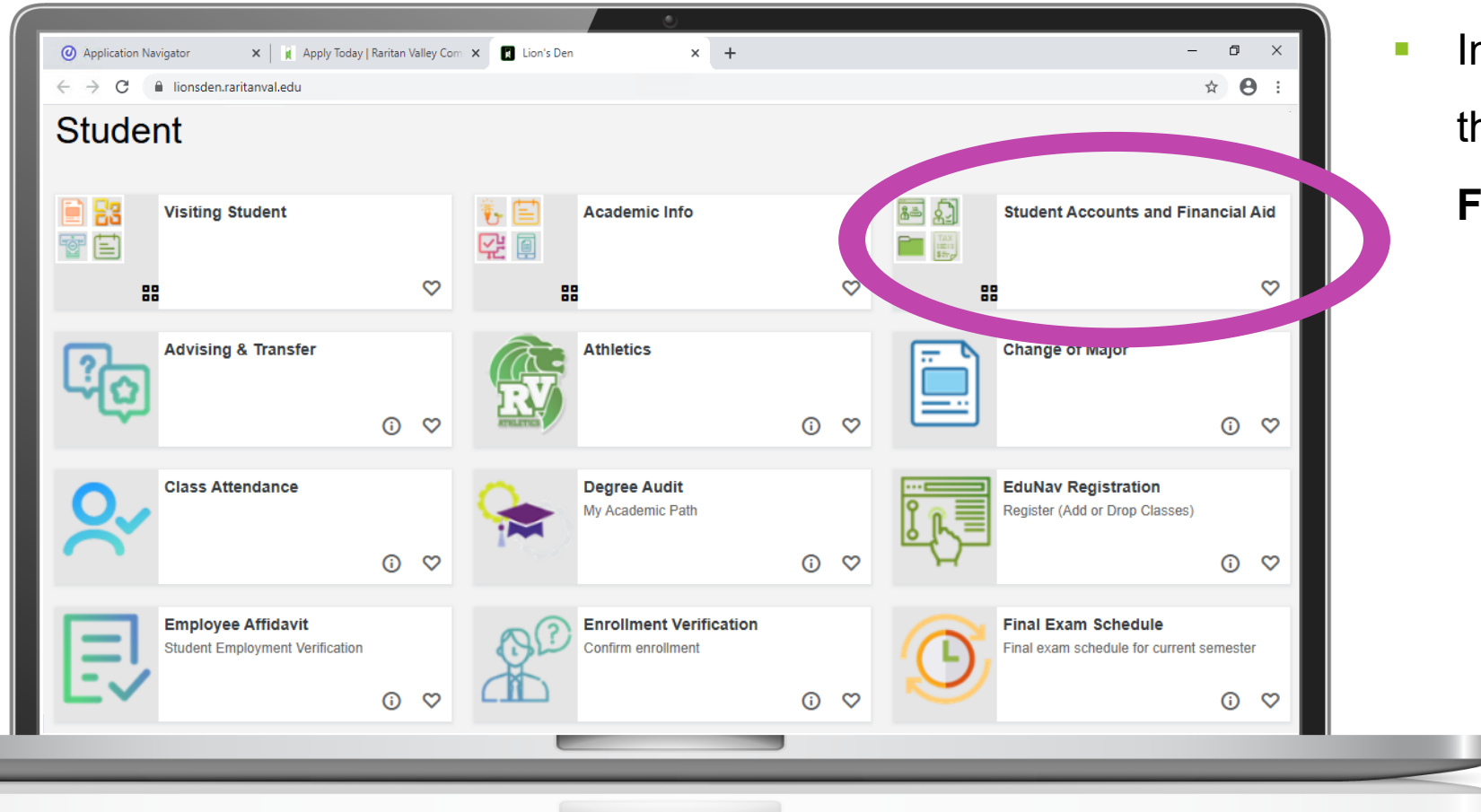
- Go to **raritanval.edu**
- Login to **Lion's Den:**
 - G#@stu.raritanval.edu
 - Rv password (Case Sensitive)
- **Login issues?**

Contact Tech Services at helpdesk@raritanval.edu or call 908-526-1200 x7887 for password reset

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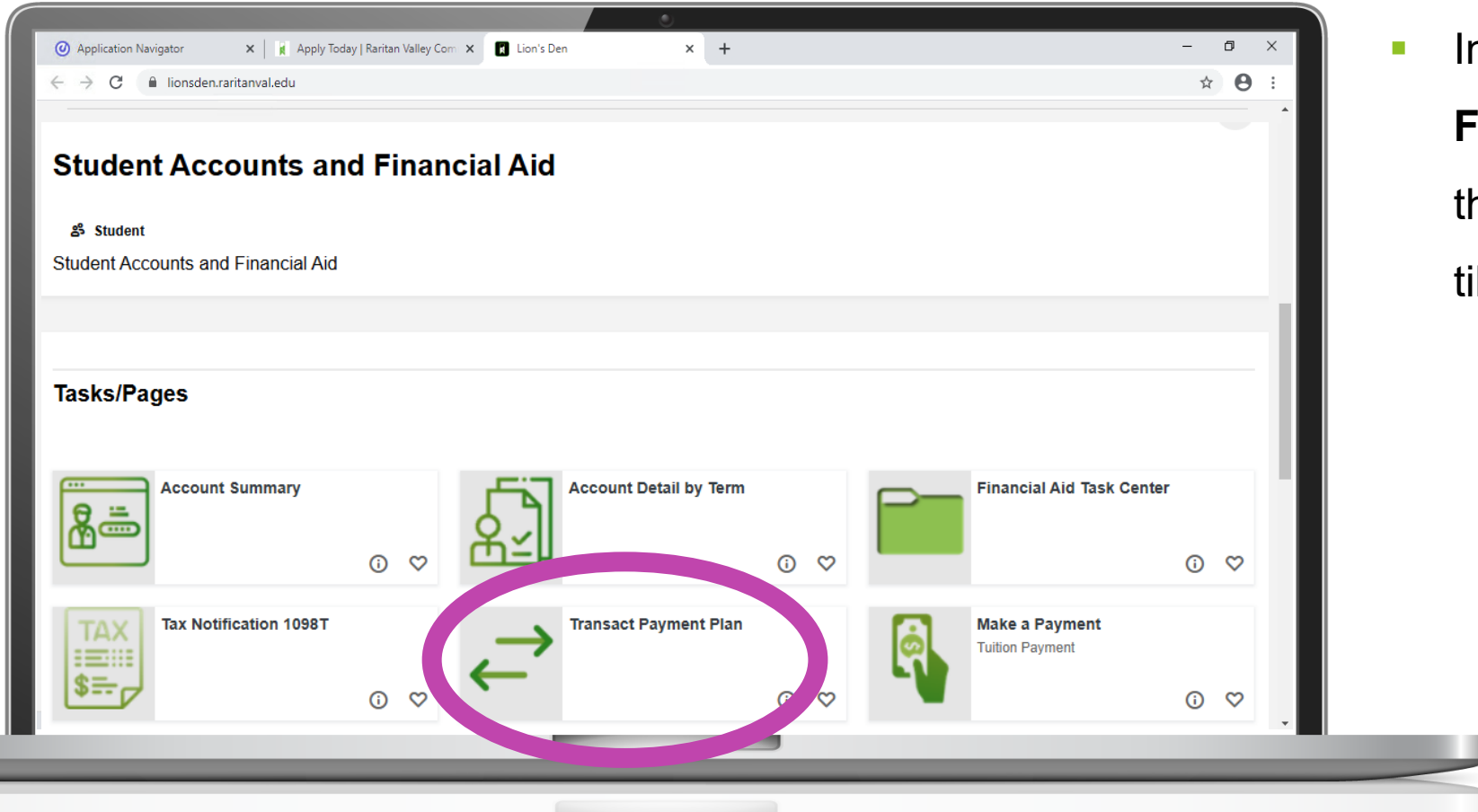
- In the **Student** section, click on the **Student Accounts and Financial Aid** tile



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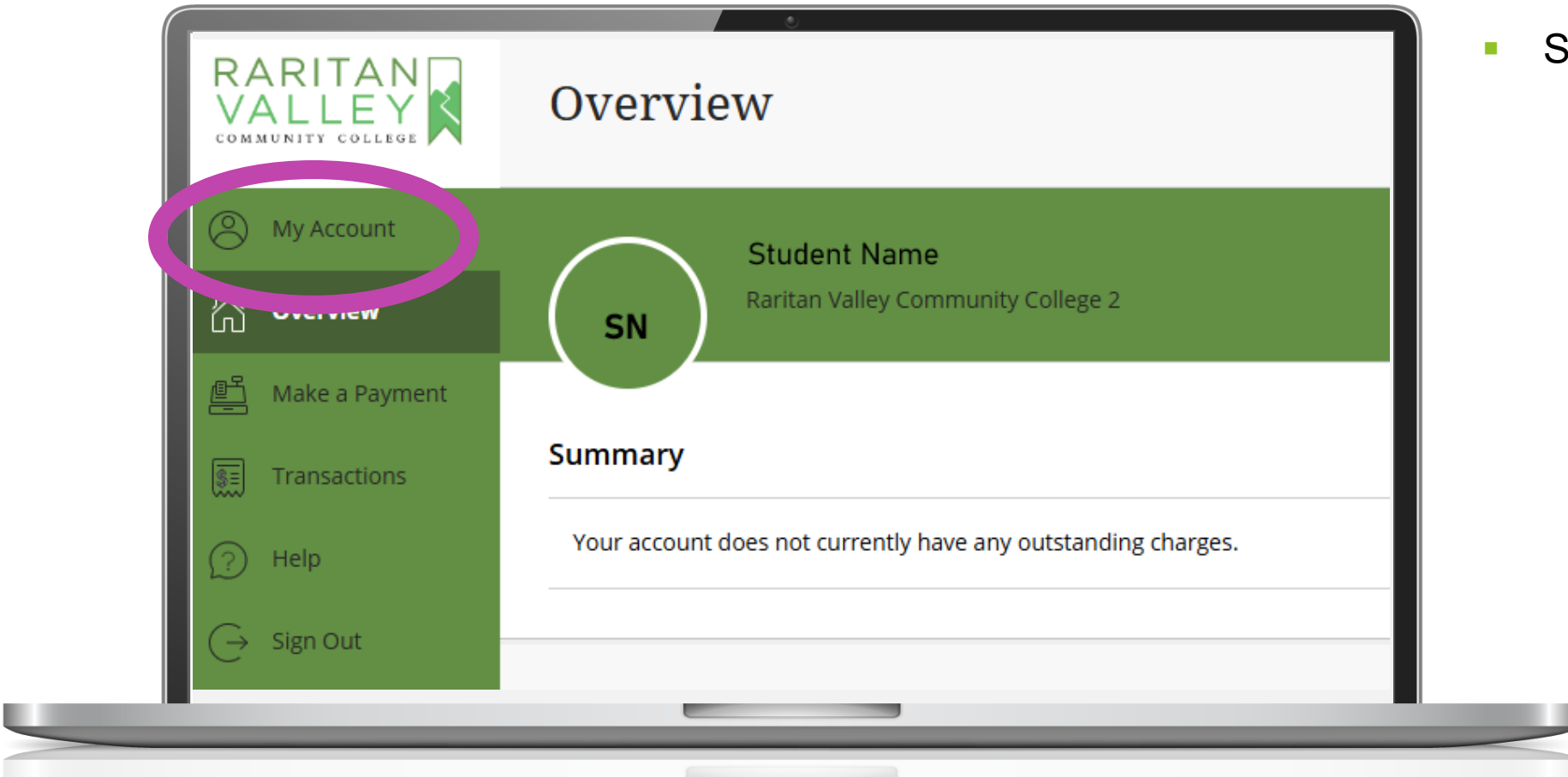
- In the **Student Accounts and Financial Aid** section, click on the **Transact Payment Plan** tile



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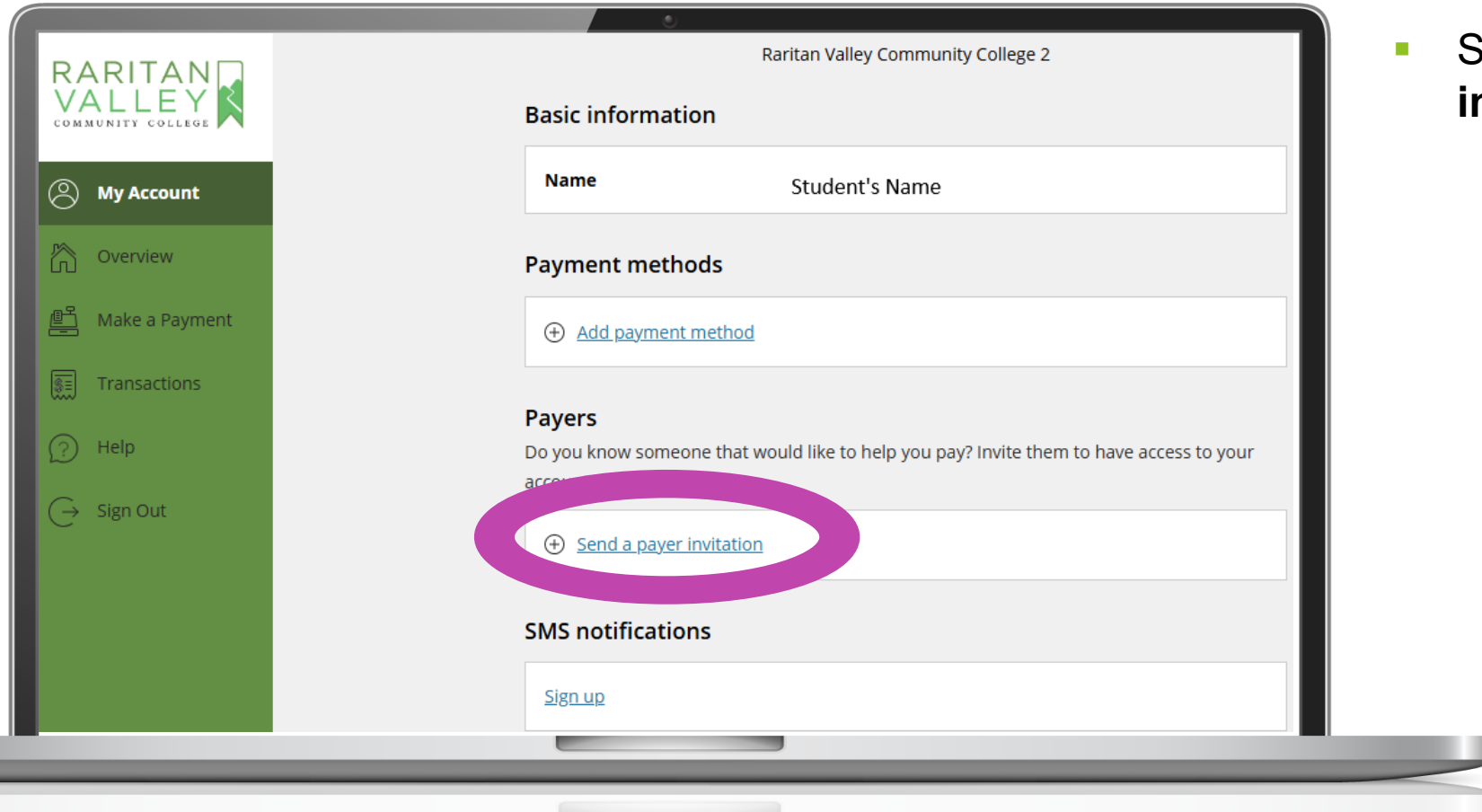
- Select **My Account**



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- Select **Send a payer invitation**



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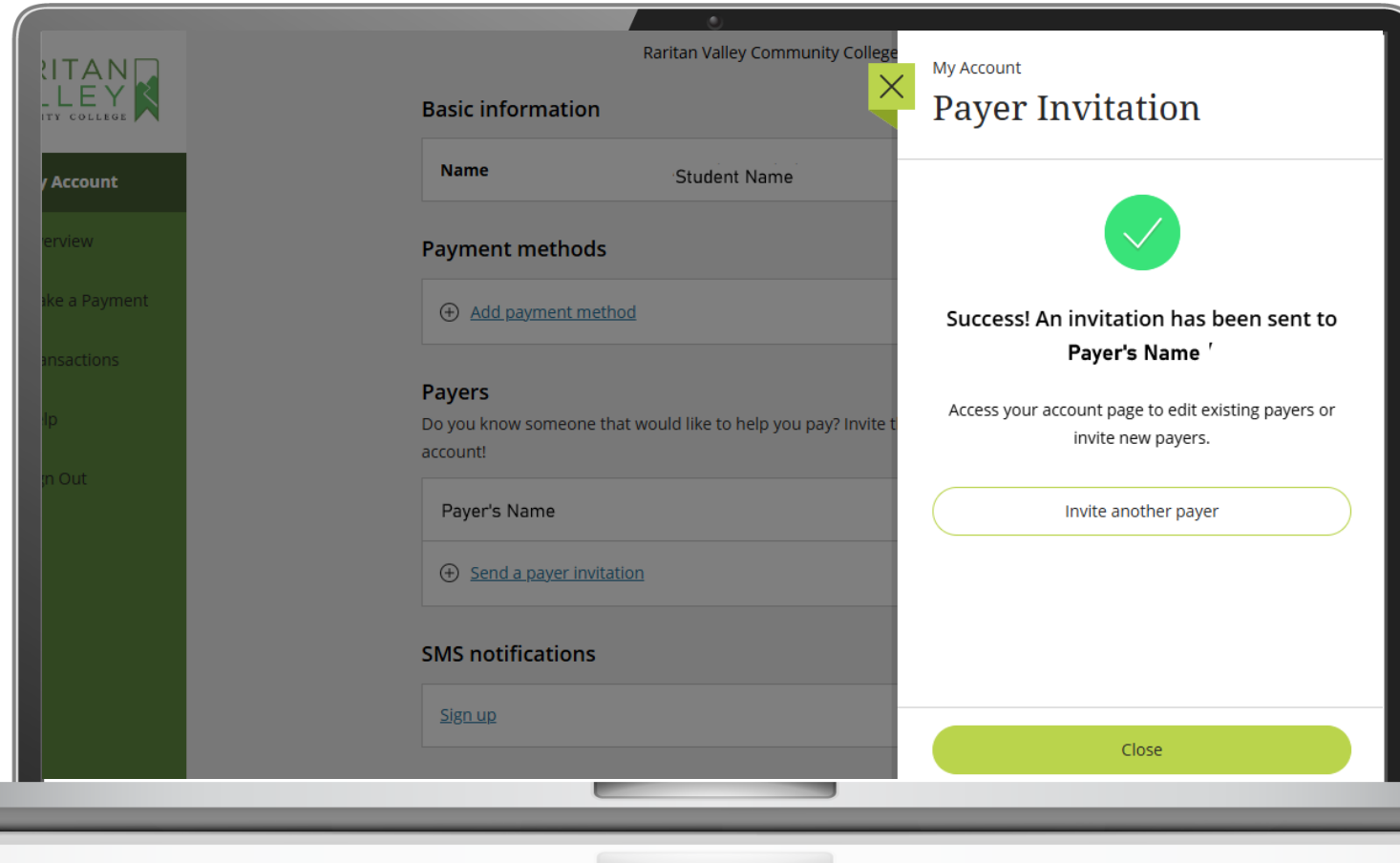
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The screenshot shows a laptop displaying the Raritan Valley Community College 'My Account' page. A modal titled 'Payer Invitation' is open, showing a form for adding a payer. The background page has a sidebar with links: Account, Review, Make a Payment, Transactions, and Log Out. The main content area has sections for Basic information (Name: Student's Name), Payment methods (Add payment method), Payers (Send a payer invitation), SMS notifications (Sign up), and Privacy & terms. The modal form includes fields for First name, Last name, Email address, and Confirm email address, followed by Cancel and Send invitation buttons. The 'Send invitation' button is circled in purple.

- Add your **Payer Information**
- Ensure to use a **private email**
- Click **Send Invitation**
- NOTE: If a family has more than one student at the College, the Payers need a separate login for each student.

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- You will see a confirmation that the payer has been added
- **Sign out of Lion's Den**
(Click the sign out arrow tile next to your name at the top right hand corner of the page)

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Your Payer will receive an email message similar to this one:

“ [Student Name] has created an account for you at Raritan Valley Community College 2.

Message

Your log in information is:

[Parent Pin]

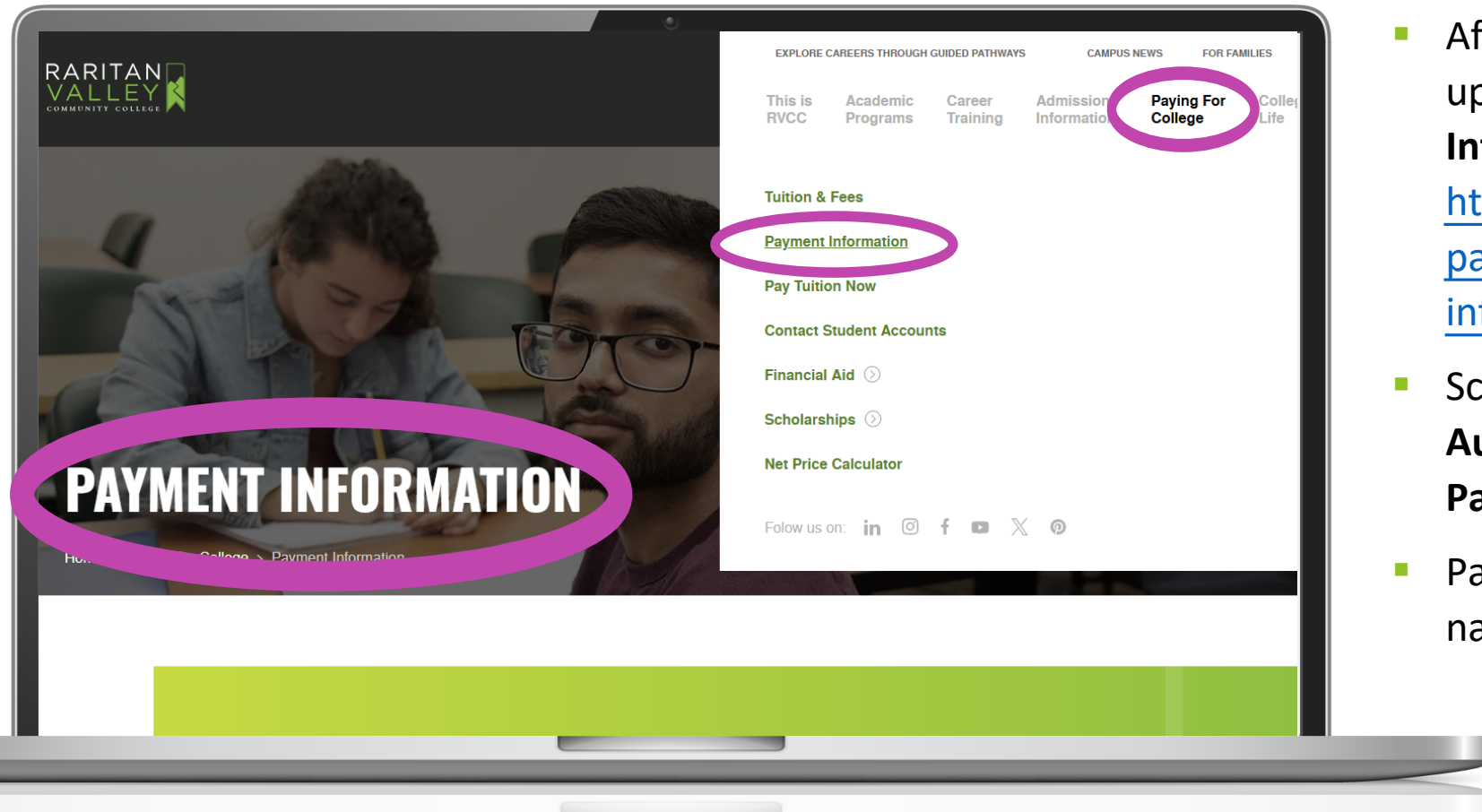
[Password].

To access the account, please click the link below. **[link]**. ”

- The payer will receive an email to their assigned email address and should finalize the account setup via provided links.

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- After the Payer's account is set-up, visit the page **Payment Information** at <https://www.raritanval.edu/paying-for-college/payment-information>
- Scroll down & click on the **Authorized Payers Pay Tuition Payment Plan**
- Payers can sign in with their login name and password