

How to Set Up an Authorized User Account

Go to the MSSU Payment Portal (<https://www.mssu.edu/paymybill>). Login using student id number (be sure to use a capital "S") and your LioNet password.

MISSOURI SOUTHERN STATE UNIVERSITY

Students and Staff

*Indicates required information

*Student ID - 'S' Number:

*Password - PIN Number:

Login

Authorized Users

Login for parents or others who have been granted access.

*Email:

*Password:

Login

Forgot your password?
Have a temporary password [emailed](#) to you.

Welcome

Welcome to Missouri Southern State University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Students and staff may log in using their Student ID - 'S' Number and Password - PIN Number. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to bursar@mssu.edu.

Student Account Suite Features

- Student Account Center
 - Check your balance.
 - Make a payment towards your balance.
 - View your payment history.
 - Store your payment methods for quick and easy payment.
 - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- E-Billing
 - View and print your billing statement.
 - Set up your bills to be paid automatically.
- Payment Plan Management
 - Enroll in a payment plan so you can pay your balance in installments.
 - View your current payment plan status.
 - Make a payment toward one of your installments.
 - Schedule future installment payments.
- Refunds
 - Enter your bank account information so that refunds can be deposited into your account electronically.

Choose "Authorized Users" under "Profile Set Up"

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Logged in as: Student I. Testing | Logout

My Account Make Payment Payment Plans Refunds Help

Announcement

Welcome Missouri Southern State University's Student Payment Portal. This portal will allow you to view your account, pay your account, set up a payment plan, specify a bank account for electronic refunds, and authorize additional users to view/pay your account for you.

If you have any questions, please contact the Bursar's Office [417625-9381](tel:417625-9381) or email bursar@mssu.edu.

Go Lions!

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

Student Account

ID: xxxxx7701

Balance **\$2,185.29**

Make Payment View Activity Enroll in Payment Plan

Statements

Your latest 1098-T Tax statement
2016 1098-T Statement [View](#)

Term Balances

Term	Balance
Fall 2017	\$778.11
Spring 2017	\$581.09
Fall 2016	\$729.09
Spring 2016	\$97.00

My Profile Setup

- Authorized Users**
- My Payment Profile
- Electronic Refunds
- Auto Bill Pay
- Notifications

Enter the authorized user email address and answer the three questions listed.

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My Account Make Payment Payment Plans Refunds Help My Profile

Authorized Users

From this page, you can give others (parents, employers, etc) the ability to access 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.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

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

Review the information and disclosures on the next page. If you agree click the box next to “I Agree”. If you would like to print a copy of the agreement you can do that by clicking “Print Agreement”. Otherwise click “Continue”.

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Agreement to Add Authorized User

I hereby authorize Missouri Southern State University to grant [redacted] access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Wednesday, June 14, 2017.

For fraud detection purposes, your internet address has been logged:
[redacted] at 6/14/17 9:35:29 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree

An email is then sent to the Authorized User’s email stating that they have been given access to the account. A second email is sent with a password for them to be able to login.