How To Add An Authorized User To Your Account

At the Smith College Home Page, click on the BannerWeb tab on the bottom menu bar.

Enter your Smith ID and PIN and then click LogIn.

Click on the Student tab.

Click on the "Pay my Bill and View e-bill" box.

Click Continue to connect to the TouchNet system. The screen does take a few moments to load.

On the top menu bar, choose My Account.

Click the Authorized Users option.

Enter the email address of the authorized user you wish to add to your account. Please ensure that the email address you type is accurate.

You will also be asked if you would like this person to view your billing statement and/or your payment history.

Click the green Continue button.

An agreement will appear. Read the agreement, click I Agree and click the green Continue button.

A confirmation page will appear, notifying you that you have added the authorized user properly. This page also explains that your authorized user will receive an email with instructions on how to log on to view your account.

You may also delete a user from this screen. Click the blue Delete button under Actions and OK to confirm.