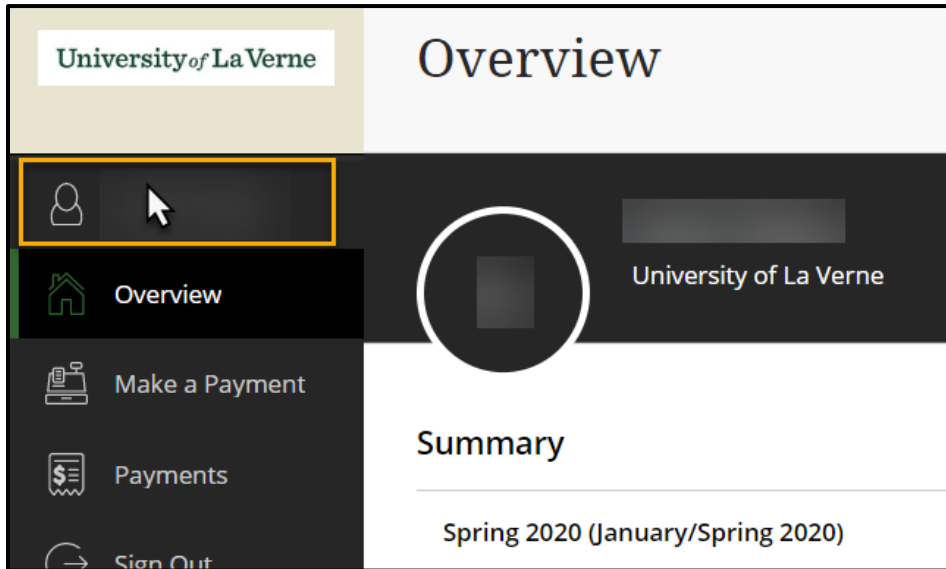
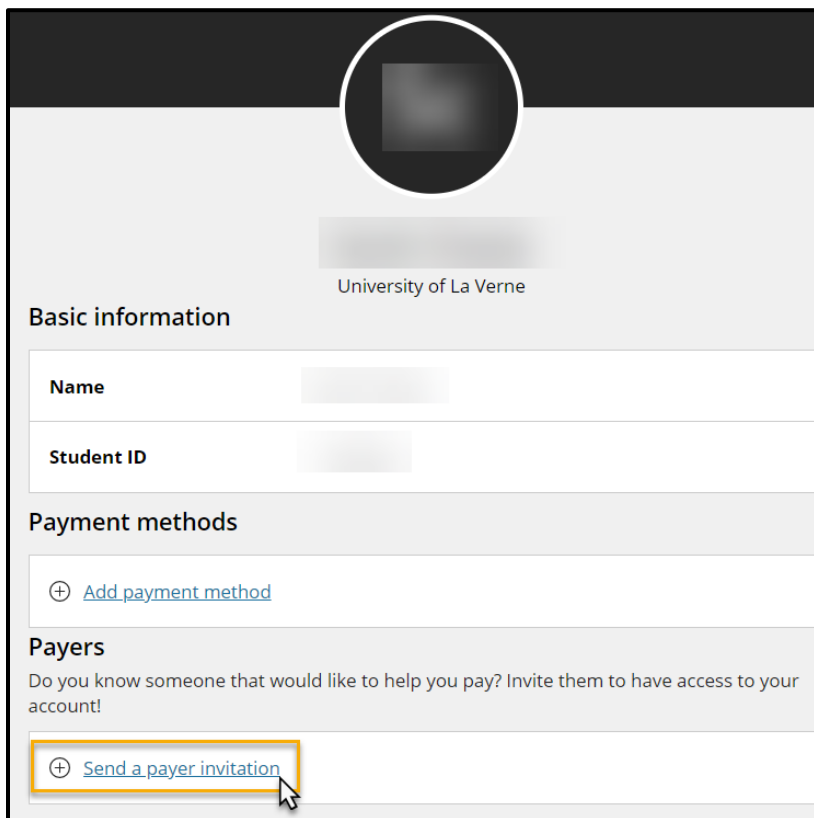


How to establish a Payer in your My Student Account Center

1. Click on the **LaVerne Portal** and login with your username and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center** link. This will open a new tab.
5. Click on **Your Profile (your name)**.



6. Under **Payers**, click on **Send a payer invitation** to allow a third party user to have access to your account.



7. Add the **Payer Information** and a personalized message to the payer, then press **Send invitation**. An invitation will be sent via email to the desired recipient. This recipient will be able to view your student account information and make payments on your behalf.

The screenshot shows a web interface for sending a payer invitation. On the left is a dark sidebar with a profile picture placeholder and the text 'University of La Verne'. The main content area is titled 'Profile' and 'Payer Invitation'. Below the title is a section for 'Payer information' with four required fields: 'First name', 'Last name', 'Email address', and 'Confirm email address'. Each field is a white text box with a red asterisk to its left. Below these is a 'Message to payer' text area with a 'Maximum 250 characters' limit. At the bottom are two buttons: 'Cancel' and 'Send invitation'. The 'Send invitation' button is highlighted with a yellow border and has a mouse cursor over it.

Profile

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Message to payer

Maximum 250 characters

Cancel Send invitation

**Questions? Contact the Office of Student Accounts
at stuaccts@laverne.edu or 909-448-4060.**