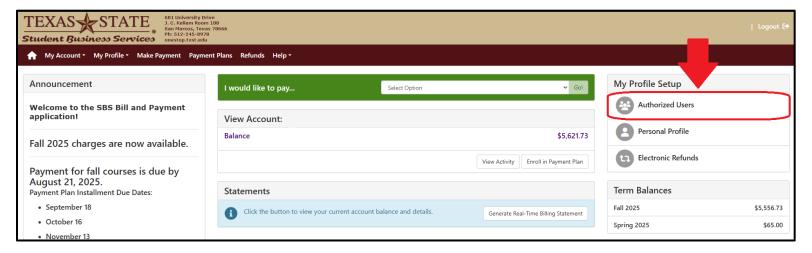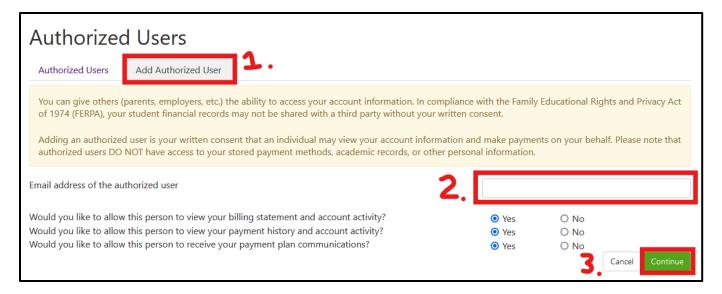# Setting Up an Authorized User

Students can grant access to their payment portal to outside users (parents, guardians, family members, etc.) by adding them as authorized users. Once granted access, authorized users can generate billing statements, make payment, and enroll into the semester payment plan on behalf of the student.
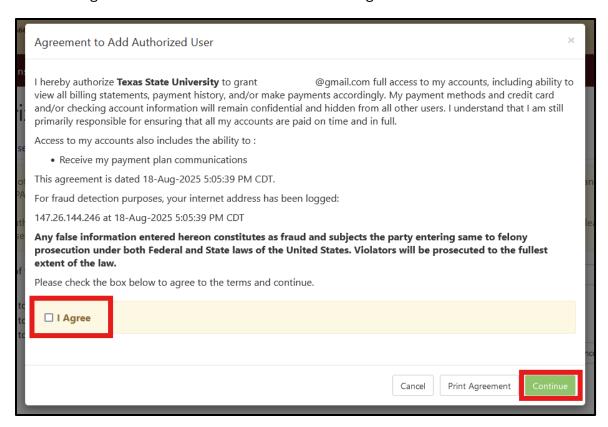
Authorized User Payment Portal Login

To set up an authorized user, the student must first log in to their Student Payment Portal. From the payment portal home screen, click the "Authorized Users" tab under the "My Profile Setup" menu.

Next, click the "Add Authorized User" option at the top of the page. Then, type in the email address of the person you wish to grant access to. Finally, click the green "Continue" button at the bottom right.

Lastly, a popup will appear. Click the checkbox next to "I Agree" at the bottom of the popup, then click the green "Continue" button at the bottom right.

The outside user has now been granted access to the Authorized User Payment Portal. They will receive an automated email containing a temporary password to use as their first time login credentials. Upon logging in, they will be prompted to set up their user profile, including creating a new personal password.