



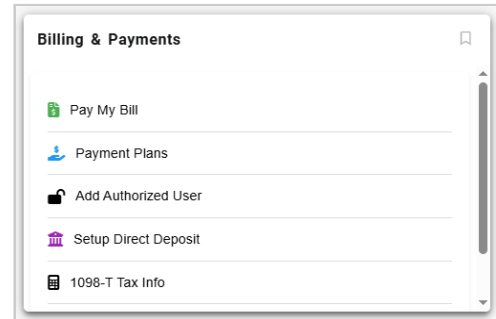
# How to Add an Authorized User

Give a parent, guardian, or trusted person access to view billing information and make payments.

## 1 Select Pay My Bill

In Billing & Payments, select Pay My Bill to open the student account area. **If you receive a “Stale Request” message, return and select “Pay My Bill” again to continue.**

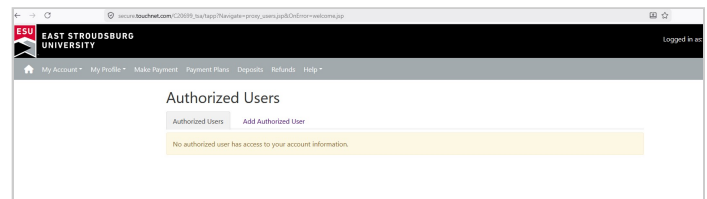
Pay My Bill



## 2 Add the authorized user

Select Add Authorized User. This begins the permission setup.

Add Authorized User



## 3 Enter details and send

Enter the person's email address and choose the permissions. Select Continue. The person will receive an email from Campus Payments to finish setup.

Email + permissions

