Adding an Authorized User

Adding a User

If you are not the only party making payments on your account (such as parent or employer)—follow this process!

- Go to "Authorized Users" under "My Profile Setup" on the right-hand of your pay portal.
- Click the "Add Authorized User" tab.
- Select what information you want the authorized user to view. You can adjust viewing permissions for:
  - your billing statement and account activity.
  - your 1098-T tax statement.
  - your payment history and account activity.
- Type in the authorized user's email address. Click "Continue."
- An "Authorized User Agreement" screen will appear. Select "Agree."
- You're all done! Repeat this process to add other authorized users.