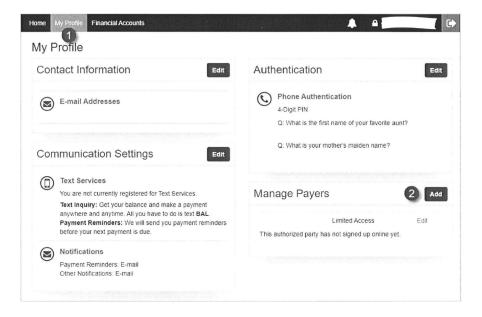
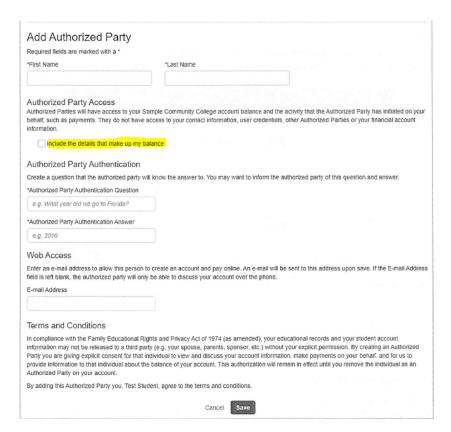
To Add or Edit Authorized Parties

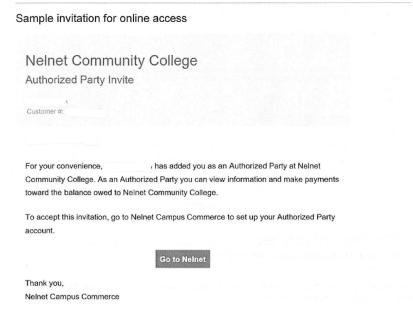
- 1. On the blue navigation bar at the top of the screen, the student clicks My Profile.
- 2. Click Add or Edit in the Manage Payers section, depending on the action you want to take.



Adding an Authorized Party

- Complete the First and Last name fields.
- 2. Elect to include the details that make up my balance if you want to allow the authorized party to see full account details.
- 3. Authorized Party Authentication: The authorized party will receive an email invitation to create an online. For security purposes, they will have to know the correct answer to this security question to gain access to create an online user account.





To Resend an Invitiation:

Resending an invitation

- 1. On the blue navigation bar at the top of the screen, the student clicks My Profile.
- 2. Click Edit for the appropriate Authorized Party.



To Deactivate or Change Access

Select the Authorized Party from My Profile or Manage Payers and select deactivate to remove or select limited to change access level to limited or full.

