How to Setup an Authorized User

- After logging in to Bill+Payment click on Authorized Users under My Profile Setup in the right hand column.

- Click Add Authorized User

- Enter preferred email address of the person being setup as an authorized user and select what permissions you would like them to have.

An Agreement disclosure will display. If you agree with the terms and conditions,

- Select the check box next to I Agree and click continue.

Agreement to Add Authorized User ✕

> The e-mail address you provided already exists in our system and is registered to [   ] This indicates that [   ] was or may still be a registered user in our system. Please ensure that this is the person to whom you wish to give access. If you have any doubts that this is the correct person, please press the 'Cancel' button.

I hereby authorize **University of Puget Sound** to grant [   ] full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, May 31, 2018.

For fraud detection purposes, your internet address has been logged:

207.207.127.235 at 5/31/18 4:21:03 PM PDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

Please check the box below to agree to the terms and continue.

☐ **I Agree**

Cancel   Print Agreement   Continue

A confirmation page will display listing the newly added authorized user and their email address.

- The authorized user will receive 2 emails. The first email will let them know they have been added as an authorized user to your account and the 2nd email will contain a temporary password for the authorized user's initial login.