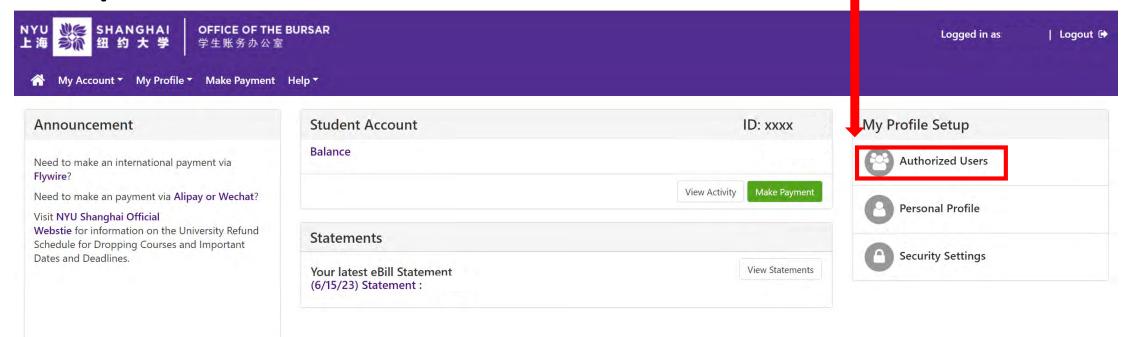


Creating an Authorized User in eSuite

Microsoft Edge and Firefox browsers are highly recommended

Step 1: Click the "Authorized Users" button



Step 2



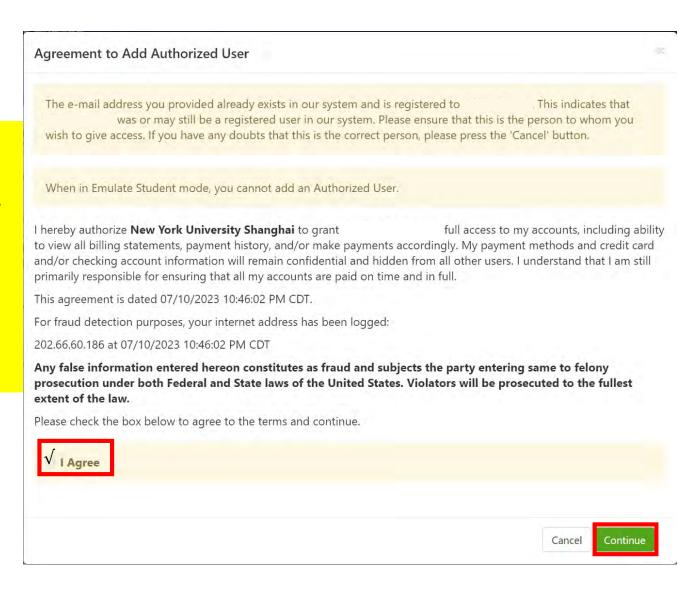
Authorized Users

| Authorized Users Add Authorized User | | | |
|---|--------------------------|------------------|------------------------|
| You can give others (parents, employers, etc.) the ability to access your account information. In com 1974 (FERPA), your student financial records may not be shared with a third party without your writt that an individual may view your account information and make payments on your behalf. Please no payment methods, academic records, or other personal information. | en consent. Adding an au | thorized user is | s your written consent |
| mail address of the authorized user | | | |
| Vould you like to allow this person to view your billing statement and account activity? | Yes | O No | |
| Nould you like to allow this person to view your payment history and account activity? | Yes | O No | |
| | | | Cancel Continue |

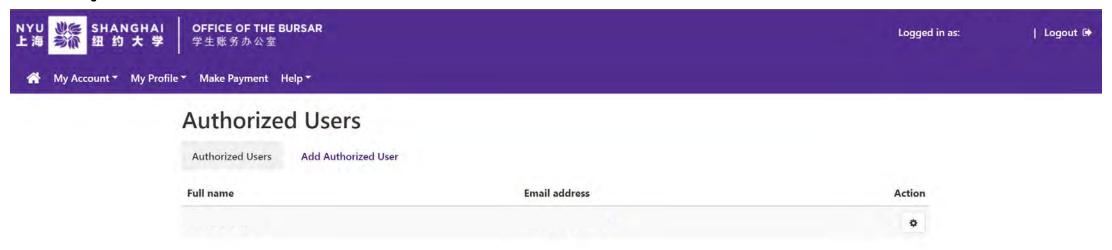
Enter the e-mail address of the person you are authorizing, and choose which site options you are authorizing. Then, press "Continue" to go to the next step.

Step 3

Review the agreement to add the authorized user, check the "I Agree" box, and click the "Continue" button. Note that you can also print this agreement here.



Step 4



You will next receive a screen confirming that you have successfully added the user. Two e-mails will be sent to that user with login instructions. You can edit or delete users here, or add more users.