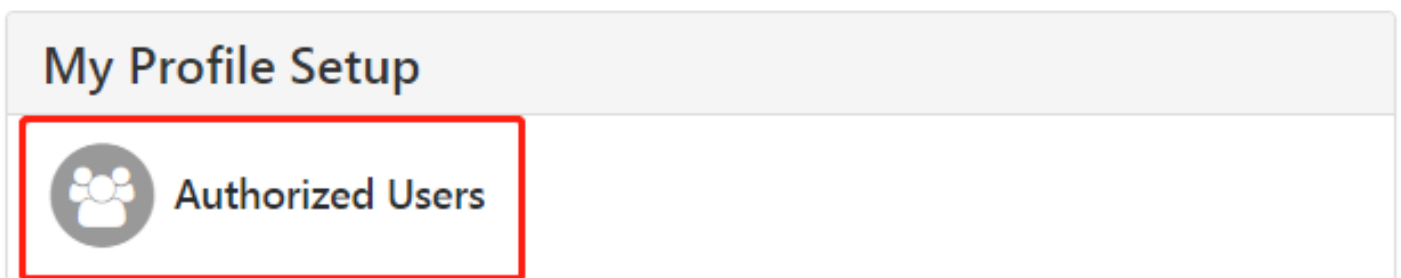
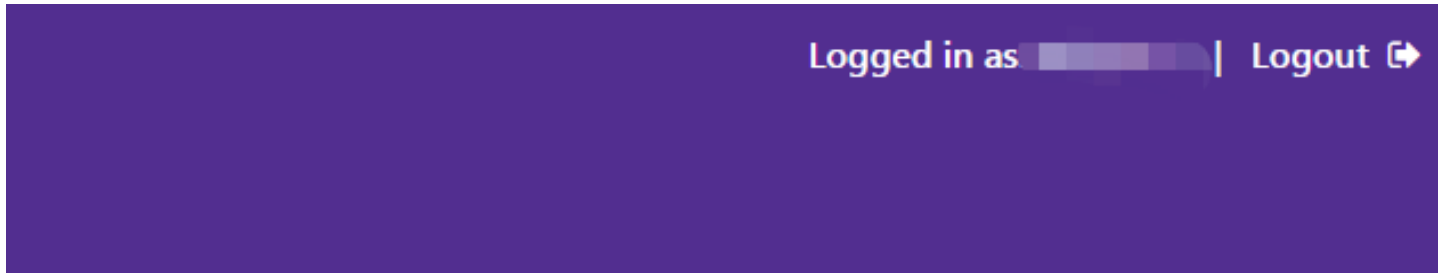


# Creating an Authorized User in eSuite

1. Log in and Click the “Authorized Users” button .



2. 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.

## Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Add Authorized User](#)

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes  No

Would you like to allow this person to view your payment history and account activity?

Yes  No

[Cancel](#) [Continue](#)

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.

### Agreement to Add Authorized User ✕

I hereby authorize **New York University Shanghai** to grant [REDACTED] 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 [REDACTED]

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

**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

[Print Agreement](#) [Continue](#) [Cancel](#)

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.

**My Account** | **Payments** | **eBills**

**Account Activity** | **My Profiles** | **Authorized Users**

### Authorized Users

Thank you. We have sent an e-mail to [REDACTED] with instructions on how to log in and view your billing information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification **MAY** be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users **DO NOT** have access to your stored payment methods, academic records, or other personal information.

▼ **Current Authorized Users**

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	[REDACTED]	<a href="#">Edit</a>   <a href="#">Delete</a>

► **Add Authorized User**