

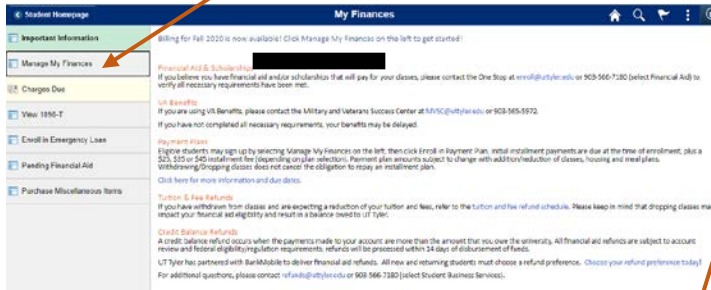
Adding an Authorized User



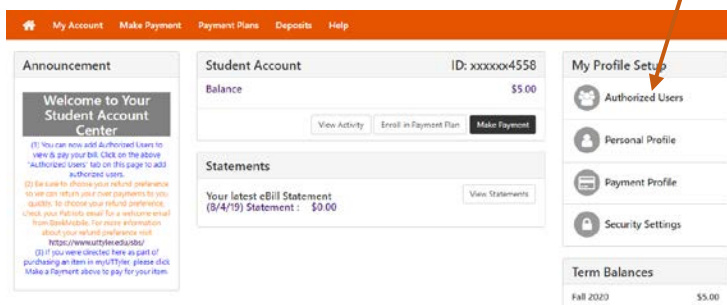
- When in your MyUTTyler Student Homepage, select the My Finances tile.

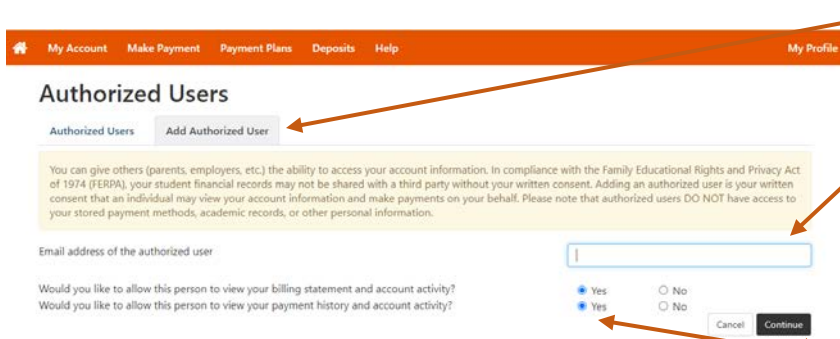
- On the left-hand menu select “Manage My Finances”

- Your Payment Portal will open in a separate window. You may be asked to sign in again.

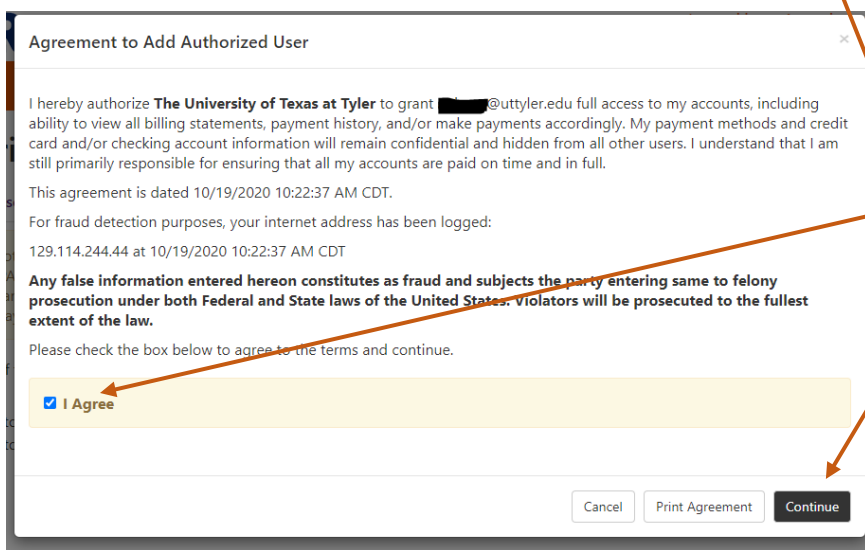


- On the right-hand menu under My Profile Setup, select “Authorized users”

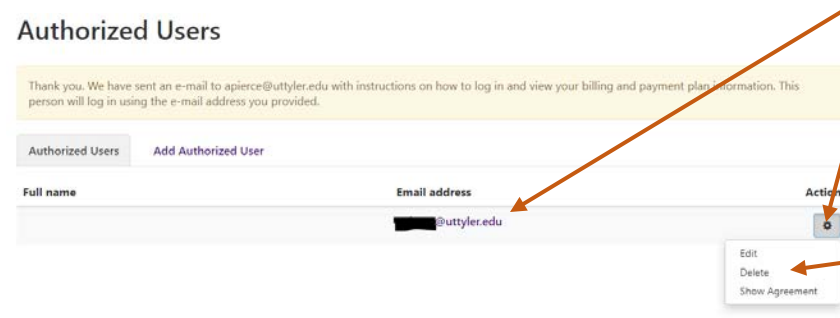




- Select "Add Authorized User" at the top of the section.
- Enter your authorized users personal email address. They will receive a login email to this address and use this email as their login for your payment portal.
- Select the level of authorization you would like to allow. You can give them access to view only billing statements /only payment history/ both.



- Select "Continue" to move forward.
- An agreement should display, read through the information and select the check box next to the statement "I Agree".
- Select "Continue" to complete this addition.



- Your representative is now added to the payment portal as an authorized user. You can edit the user's information by selecting the actions key.
- You can remove the user's access at any time by selecting actions and delete.