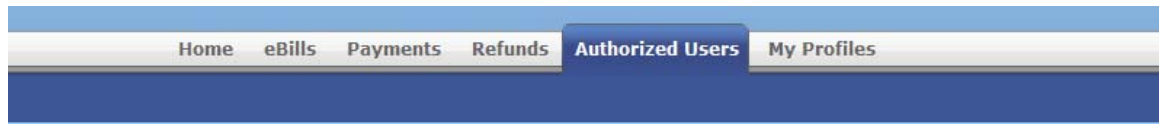


CREATING AN AUTHORIZED USER



Step 1: Click on the Authorized Users tab.

All Authorized users will display or click on “Add..” to add another one.



Authorized Users

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

Current Authorized Users	Actions
auth test on test bellos@simmons.edu	 
Please note: 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.	
Add an Authorized User	

Step 2: You will be prompted to answer two questions. Then click on Add User.

Add An Authorized User

E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

[Cancel](#) [Add User](#)

1. *Would you like to allow this person to view your billing statement? Yes or No*

If you select yes, then this authorized user will be able to view all the ebills that get posted to your account, just as you see them.

If you select no, they will only see the statement balance, your current balance and then have the option to pay a designated amount.

2. *Would you like to allow this person to view your payment history? Yes or No*

If you select yes, then this authorized user will be able to see all payments made to your account, regardless of who made the payment.

If you select no, then this authorized user will only see the payments he or she has made to your account.

3. You will have to agree to the authorization and enter in the last 4 digits of your Student ID number. Click I Agree.

I hereby authorize **Simmons College** to grant **nbellos@yahoo.com** full access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, 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 Friday, November 07, 2008.

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

134.140.217.236 at 11/07/2008 03:07:05 PM CST

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 enter the last four digits of your Student ID number in this field and press the "I Agree" button to continue.

4. You will receive the following message. An email will be sent to your authorized users email with their password.

**Thank you. We have sent an e-mail to nbellos@yahoo.com 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.)**

DELETING AN AUTHORIZED USER

You can easily delete any authorized users by clicking on the X.

Current Authorized Users	Actions
auth test on test	bellos@simmons.edu
<p>Please note: 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.</p>	



Add an Authorized User