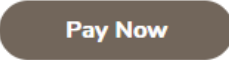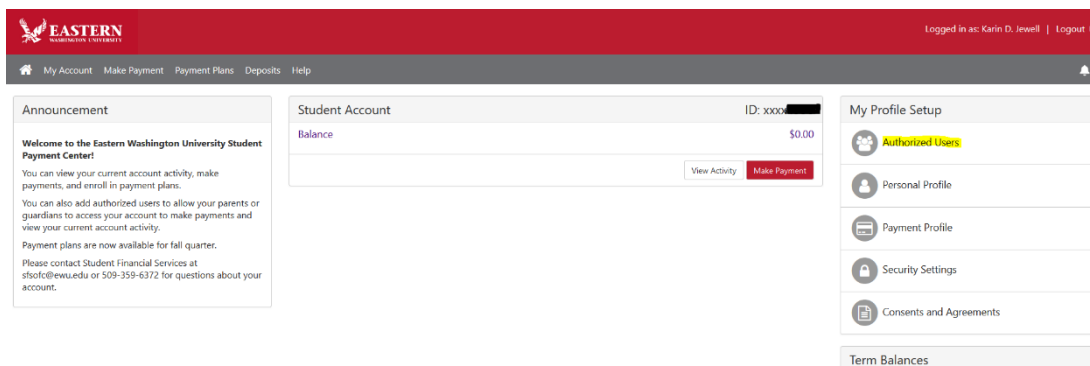# How to Add Authorized Users to Your Account

Important Note: Authorized users are granted access to the student's account in order to pay the account balance, enroll in a payment plan, or make payments on the installment plan. There are options the student will select that will determine how much of the account activity can be seen by each authorized user.

INSTRUCTIONS FOR STUDENTS

1. Login to your account at Inside EWU https://inside.ewu.edu/.

2. Select **MY ACCOUNT** at the top of the page. This will bring up a menu. Select **Make A Payment** under the STUDENT FINANCIAL SERVICES tab.

3. You may be prompted to select a term. Select the most recent term, then click **Pay**

   Now.   Pay Now

4. *Again, you will be prompted to select a term.* Select the most recent term, then select **Pay Now**. This action will take you to our payment portal. *Note: if the page does not appear, you may need to allow popups on your browser.*

5. Select **Authorized Users** under My Profile Setup

6. Select **Add Authorized User**. You will be asked to provide the email address of the person you are authorizing.

7. Determine how much access you would like to grant this person. Would you like them to see the balance only, or access to all financial activity?

8. Your authorized user will receive an email containing the link to our payment site, as well as a temporary password.

INSTRUCTIONS FOR AUTHORIZED USERS

1. After your student has granted access, you will receive two emails from noreply@ewu.edu. One email contains your username, the other contains a temporary password. Both emails provide a link to our payment site.

2. Click the link and select **Authorized User**.
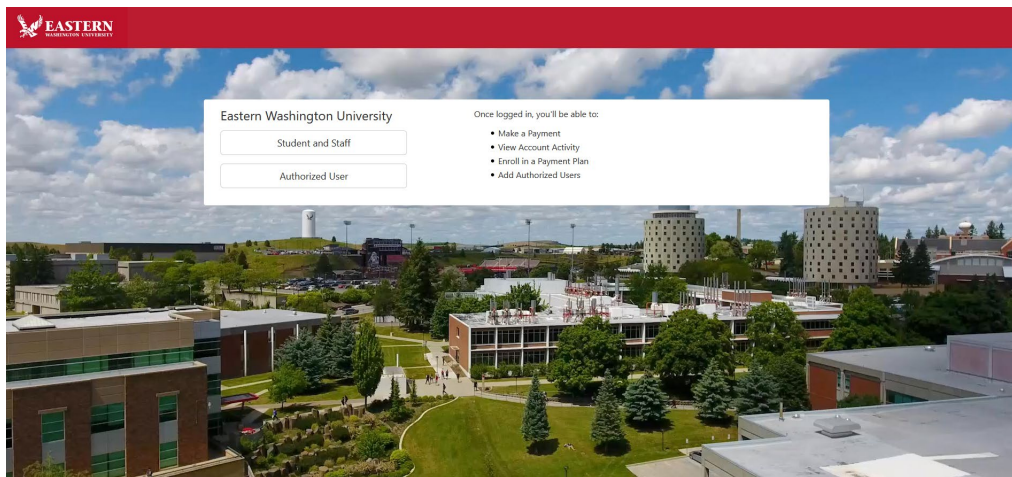
3. Enter the username and temporary password provided in the emails. You will be prompted to change your password before continuing to the payment site.