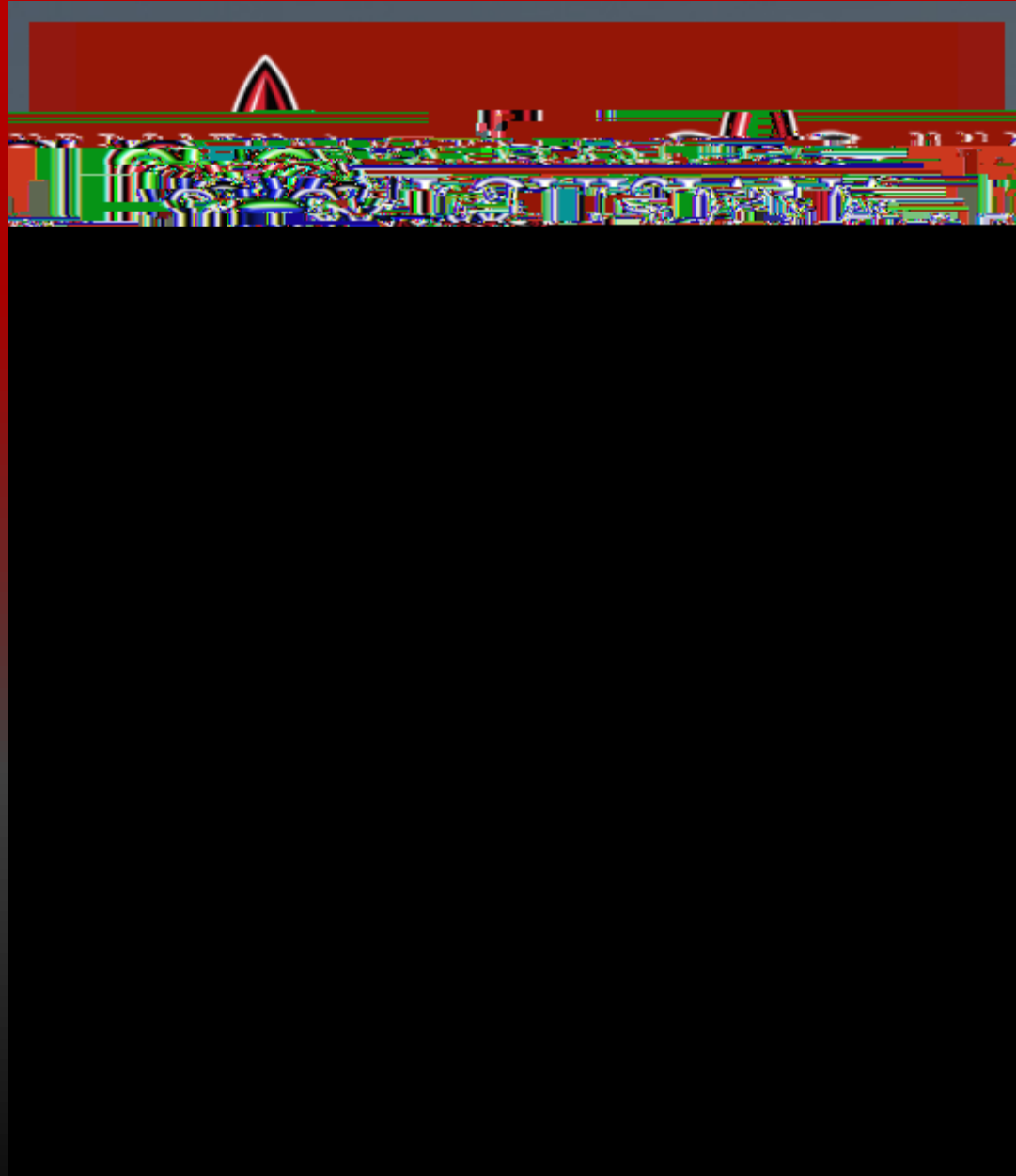


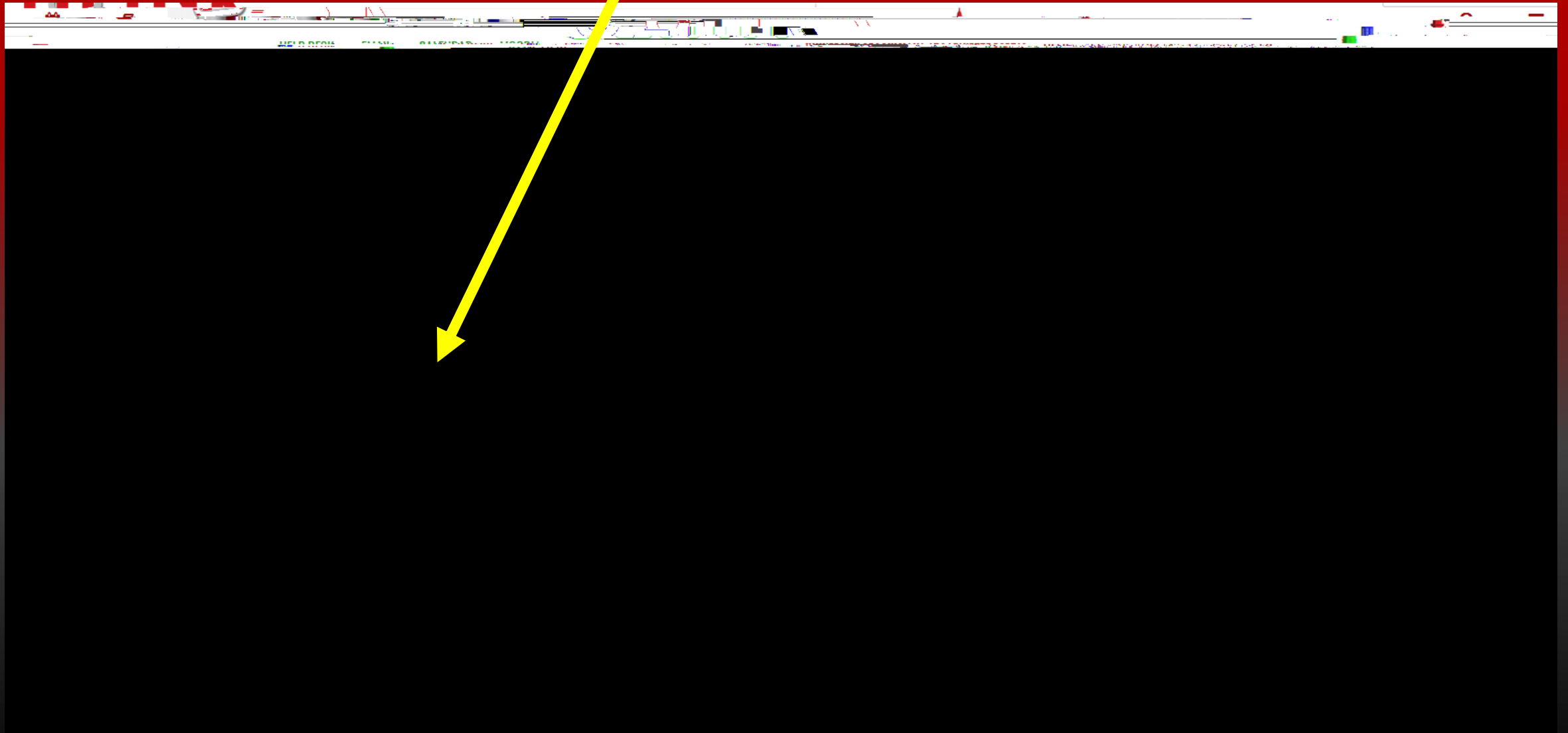
Why do I need an authorized user?

To Begin log into Ulink as usual



Go to the Tuition and Aid Tab

Click on [View your statement or pay your bill.](#)

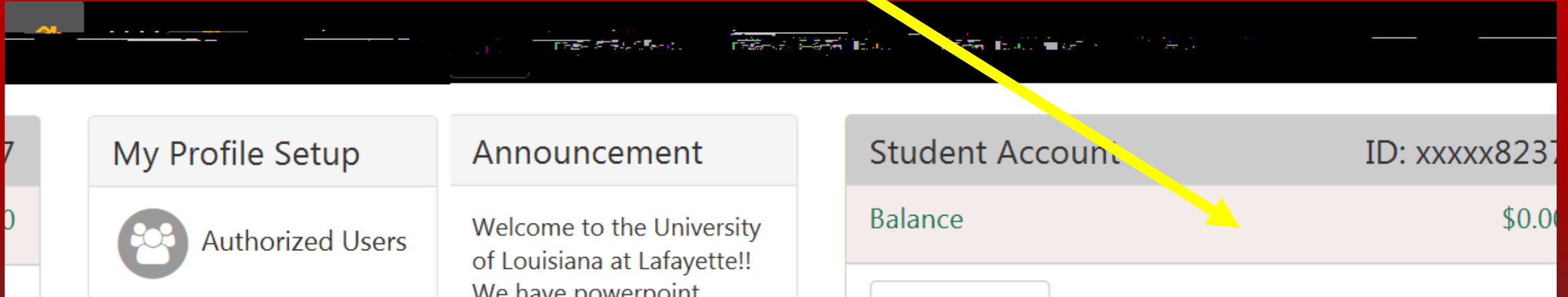


From the Home page in the Statement and Payment Center you can setup parents or guardians as authorized users


The screenshot shows the home page of a university's Statement and Payment Center. At the top, a navigation bar contains links for Home, My Account, My Payment Profile, My Statements, My Payments, and My Notifications. A yellow arrow points to the 'My Account' link. Below the navigation bar, the user is logged in as 'Chris [redacted]' and the account ID is '1111'. The page displays account information, including a balance of \$4,300.00 and a 'Balance Including Estimated Aid' of \$4,300.00. There are buttons for 'Make Payment', 'View Activity', and 'Enroll in Payment Plan'. A 'My Payment Profile' section is visible, along with a 'Notifications' section. A 'Statements' section shows 'Your latest eBill Statement' with a 'View' button. A 'Term Balances' table is also present, showing balances for Fall 2017 and Summer 2017.

Term	Balance
Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

Click on the Authorized User tab on the right



The screenshot shows a user interface with three main sections: 'My Profile Setup', 'Announcement', and 'Student Account'. The 'My Profile Setup' section contains a tab labeled 'Authorized Users' with a group of people icon. The 'Announcement' section contains a welcome message for the University of Louisiana at Lafayette. The 'Student Account' section shows a balance of \$0.00. A yellow arrow points from the text above to the 'Authorized Users' tab.

My Profile Setup	Announcement	Student Account	ID: xxxxx8237
 Authorized Users	Welcome to the University of Louisiana at Lafayette!! We have powerpoint	Balance \$0.00	

Enter the authorized user's email address and answer all three questions as to how much access you want your authorized user to have. Then click **Continue** to proceed.



The Agreement to Add Authorized User page will pop up.

Check the box next to I Agree and click Continue.

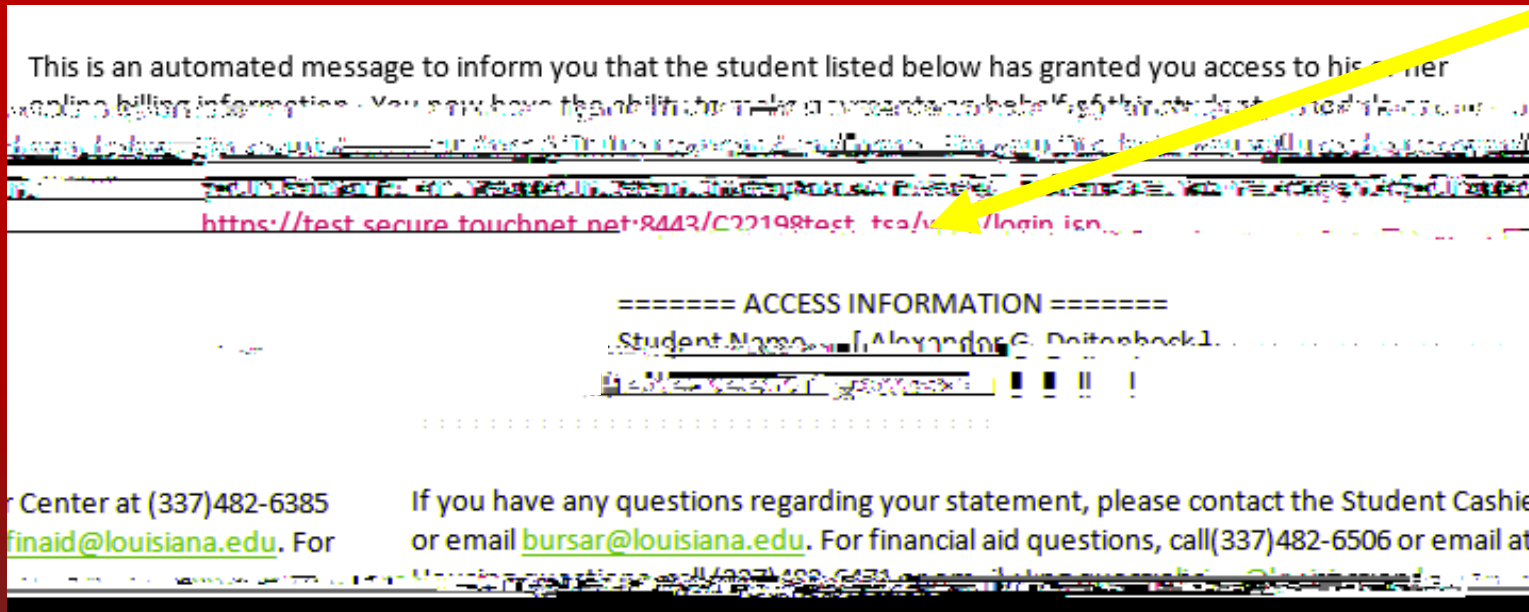
Agreement to Add Authorized User

The e-mail address you provided already exists in our system and is registered to Karen Viator. This indicates that Karen Viator may still be a registered user in our system. Please contact the help desk to verify and update your account information.

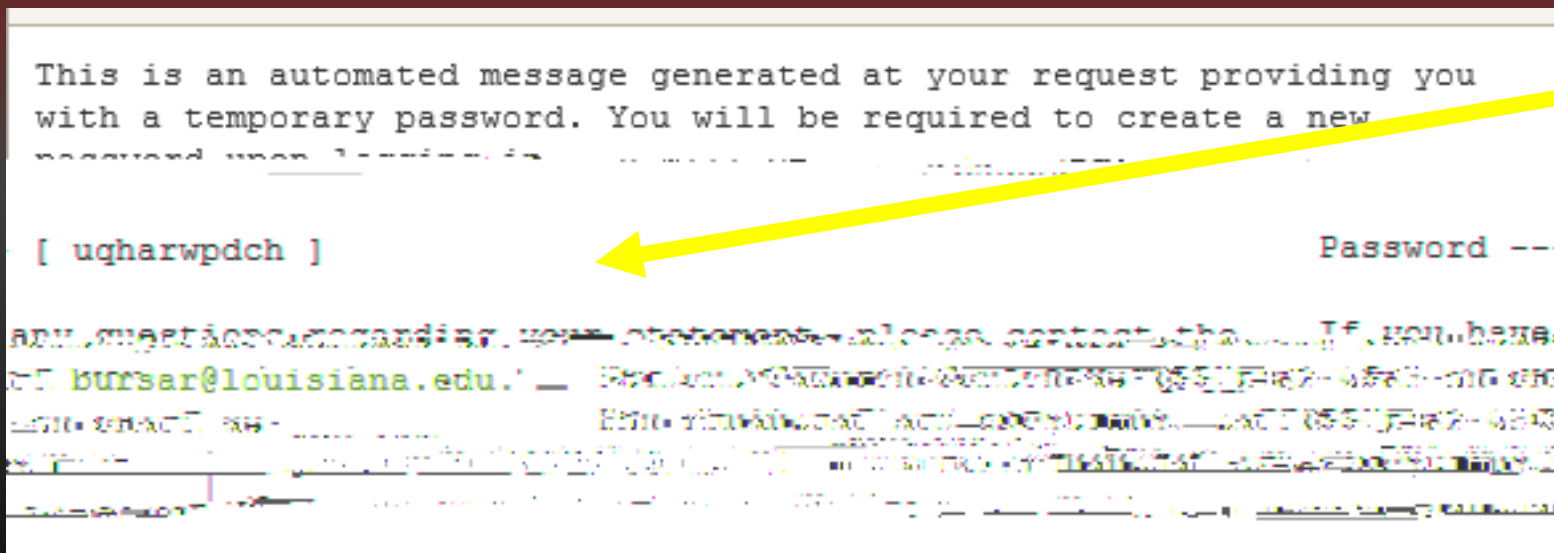
I Agree

Continue Print Agreement Cancel

This is an example of the first email your authorized user will receive with the link to log into the student's account.



This is an example of the second email your authorized user will receive with a temporary password.



Enter email
address and
password

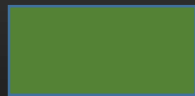
Then click
the **Login**
button

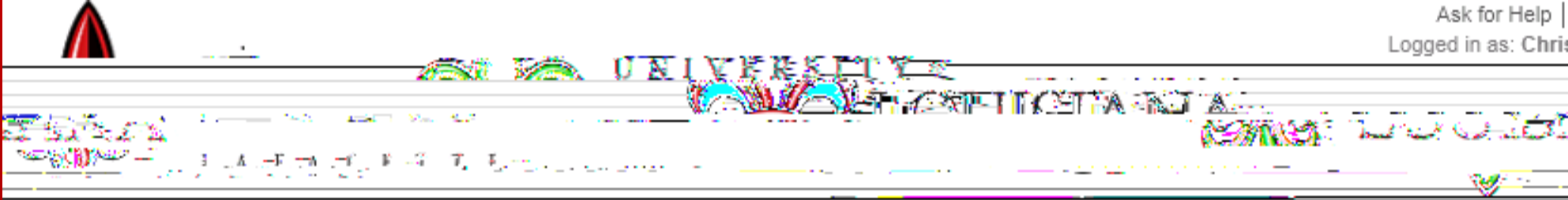


The authorized user's profile
must be setup

Enter all information with an
* next to it

Change your password





Student Account

Profile changes were saved.

more than one student

You are authorized to view billing information for more than one student

If you are an authorized user for more than one student, they will all appear on your screen.

You may make a payment to all of their records at once or one at a time.

Double click the student's name that you would like to pay.

This will take you back to the Statement and Payment Center

Logged in as: Chr [redacted] Logout

Welcome to the University of [redacted]

Balance Including Estimated Aid \$4,300.00

Make Payment View Activity Enroll in Pa

My Payment Profile Plans

Notifications

Statements

Your latest eBill Statement [View](#)

Term Balances

Fall 2017	\$5,500.00
Summer 2017	-\$1,163.73

THE END