

## **Authorized User Setup**

- Login to your [my.emu.edu](http://my.emu.edu) account
- Click on the Accounts Tab
- Under the Accounts Tab click on "View My EMU Account Online"
- Click once more on "View My EMU Account Online" on the next page.
- You will now be on your online personal payment/statement portal. This will have your name at the top left and your current balance due top right.
- Click on "My Account" (first option on the left).
- Under the "Payers" header click on "Send a Payer Invitation"
- This will bring a sidebar pop out to the right.
- Enter the required (red asterisk) data for the person you would like to have access to your statements and online account.
- Once you have entered their information click "Send Invitation" (Dark grey button at the bottom right).
- This will then send an email to the person you would like to have access. The email will have a link, login and a temporary password to help set up the online portal.