How to Add an Authorized User
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• Once you have logged into your UIS account
  – Click on Student
  – Click on Student Account
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• Click on Student Account Suite
  – This should directly log you into your personal home page
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- Select the “My Account” tab and click on “Authorized Users”
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• You will then be prompted to add the E-mail address of the person you would like to have as an authorized user

• Please then select your options of what access you would like them to have
  – View billing statement
  – View payment history

• Click “Continue” once your options have been selected and E-mail address has been entered
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• You will then have to agree to the terms
  – Check the box “I Agree”
  – Click Continue
An E-mail will be sent to the E-mail address provided for the authorized user with instructions on how to log in.

The authorized user will now be able to view billing statement and/or view payment history depending on the access chosen.