



- Login to www.signon.stjohns.edu
- Click UIS
- Click the Student tab
- Click Student Accounts
- Click Account Suite
 - You will be taken to the Account Suite where you can invite someone to be able to view your eBill, make payments and payment plans on your behalf.
- To the right of the page, click Authorized User and enter the email address of the person you would like to provide online access to your eBill.
- Once they accept, the Authorized User will be provided with a link and separate login to the Account Suite.
- Every time a term eBill is uploaded, the student and the Authorized User will receive email notifications