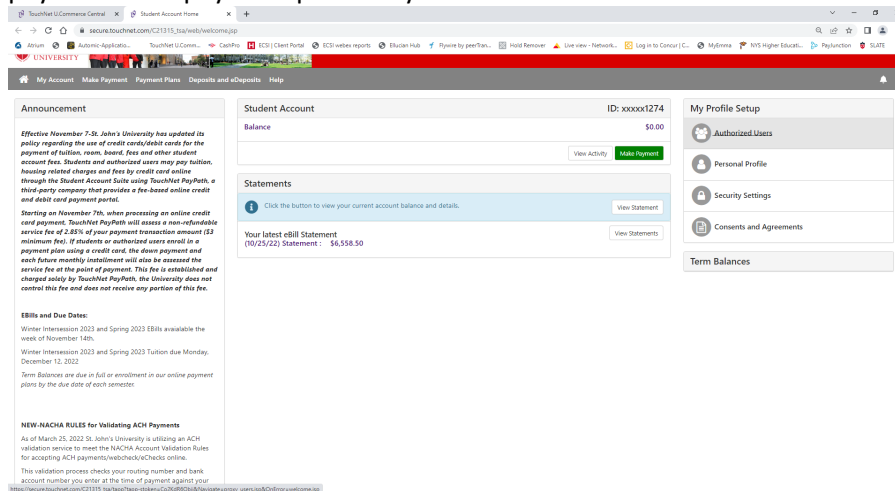


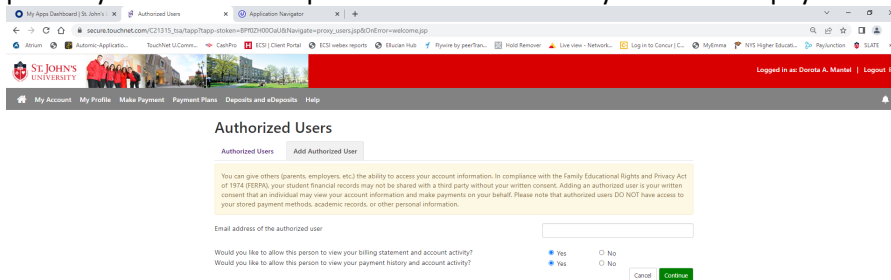


How to Add an Authorized User

- Students 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 under “My Profile Setup”, click Authorized User and enter the email address of the person you would like to provide online access to your eBill and payments.



- [REDACTED]
- 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
- IMPORTANT-If an Authorized user locks themselves out, it is a TIMED lock out, the University cannot reset any authorized users login. They need to wait about 20 minutes, then they can hit “Forgot password” to reset their own password.