



# ST. JOHN'S UNIVERSITY

## STEPS TO ADD AN AUTHORIZED USER

- Log into [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(s) will receive an email reminder of eBills and pending payments