

Click on "Actions"

The screenshot shows the Rutgers account summary page. At the top left is the Rutgers logo. At the top right are links for 'Contact Us', 'Actions', and 'Log Out'. Below the logo is a navigation bar with 'Account Summary', 'Statements', 'Payment Plans', and 'Make Payment'. A blue box highlights a grey rectangular area in the top section. The 'Actions' dropdown menu is open, listing: 'Manage Payment Methods', 'Manage Notifications', 'Manage Authorized Users' (highlighted in red), 'View All Activity', 'View Payment Plan History', 'View Transaction History', 'Edit Account', and 'Setup Password'. The main content area is titled 'Account Summary' and shows 'Last Billed / Statement Balance (\$5,788.00) as of 01/04/2017' and 'Balance On Payment Plan \$0.00'. A message states 'You are not on a payment plan for the current term. Signup Now!' with 'Make Payment' and 'Enroll in Plan' buttons.

Click on "Manage Authorized Users". Following screen will show-up.

The screenshot shows the 'Manage Authorized Users' page. At the top is a navigation bar with 'Account Summary', 'Statements', 'Payment Plans', and 'Make Payment'. A blue box highlights a grey rectangular area in the top section. The main content area is titled 'Manage Authorized Users' and contains the text 'You haven't added any authorized users yet. Add one now to get help with your payment plan.' Below this is a red 'Add Authorized User' button and a 'Home' link.

Click on "Add Authorized User". Following screen will show.

[Account Summary](#) [Statements](#) [Payment Plans](#) [Make Payment](#)

Add Authorized User

They will have the ability to access your account

Their First Name

Their Last Name

Their relationship to you

Their E-mail Address

Confirm Their E-mail Address

*They will receive an email with login instructions

Grant Full Access - This Authorized Payer will have full access to all student account and financial details

[Create](#)

[Home](#)

Once, student creates the authorized payer, authorized payer will receive email. They will have to set the password and they will get access to student's account and will be able to setup on plan/view bills/make payment/etc.