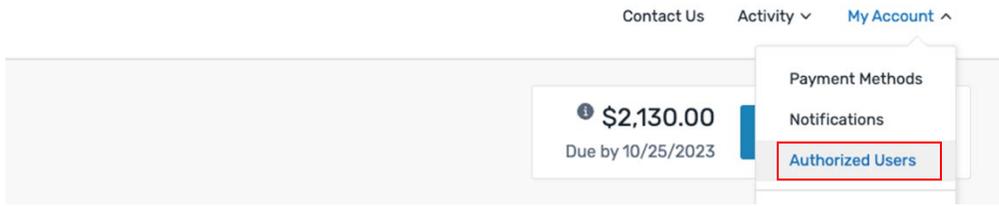
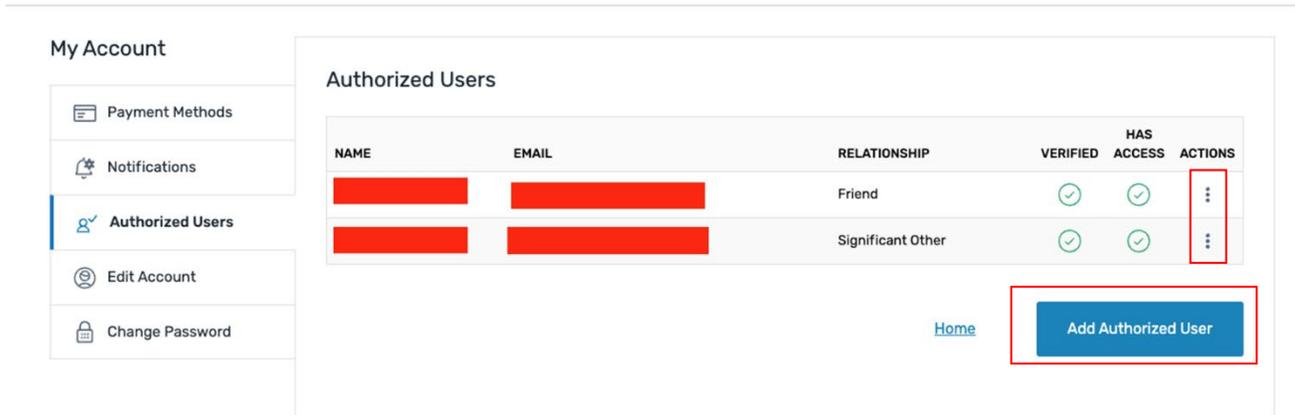


RBHS GUIDE FOR ADDING/EDITING AUTHORIZED USERS

1. View and add authorized users by clicking the **Authorized Users** button from the My Account drop-down menu.



2. Click on the **Add Authorized User** button to add an AU or click the three dots next to existing AUs to edit their information.



3. Complete the form and click **Create** to create an authorized user. The AU will receive an email with instructions for accessing the student's account.

Add Authorized User

They will have the ability to access your account

Required fields are indicated with *

First Name * Last Name *

Their relationship to you *
-- Select One --

Does the authorized user have an email address? *

Yes (They will receive an email with login instructions.)
 No (They will not be able to login. They can only call the institution to access your account.)

Their Email Address * Confirm Email Address *

Test

By clicking this I am acknowledging that this authorized payer will have access to all my student account financial details.

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