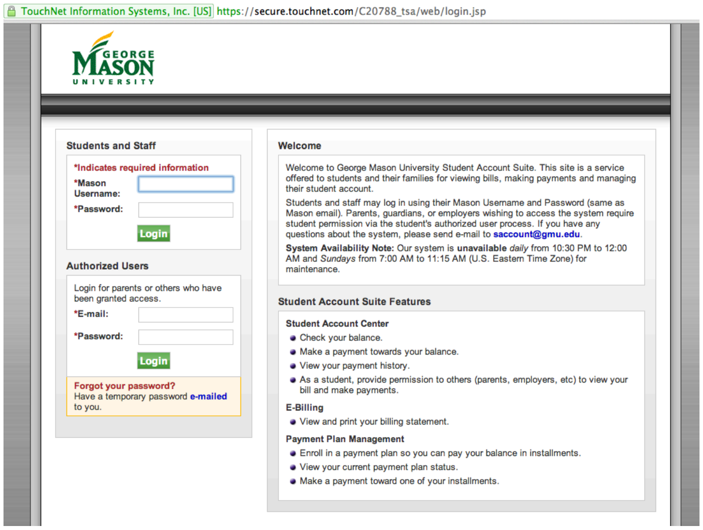
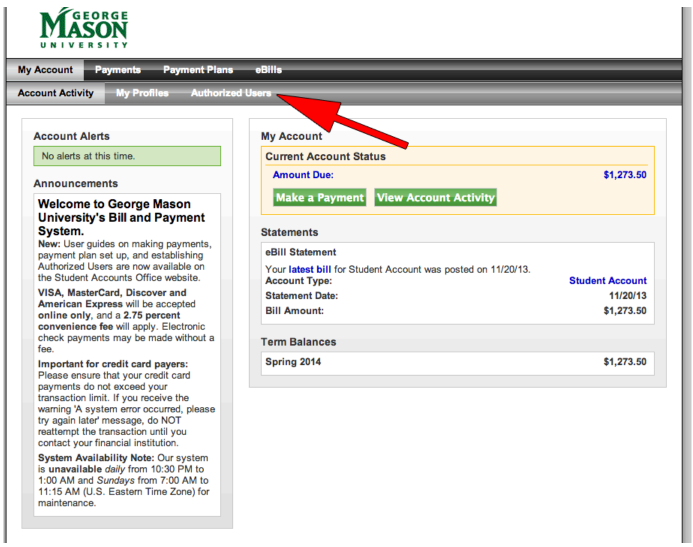
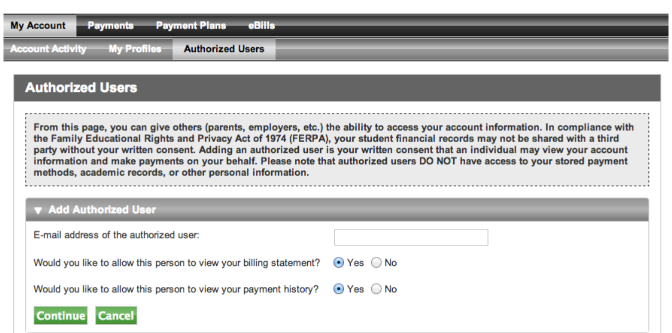


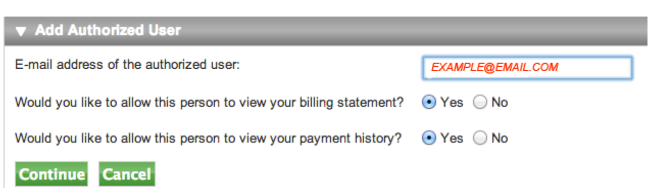
Log into the Bill and Payment System with your PatriotWeb Username and Password.



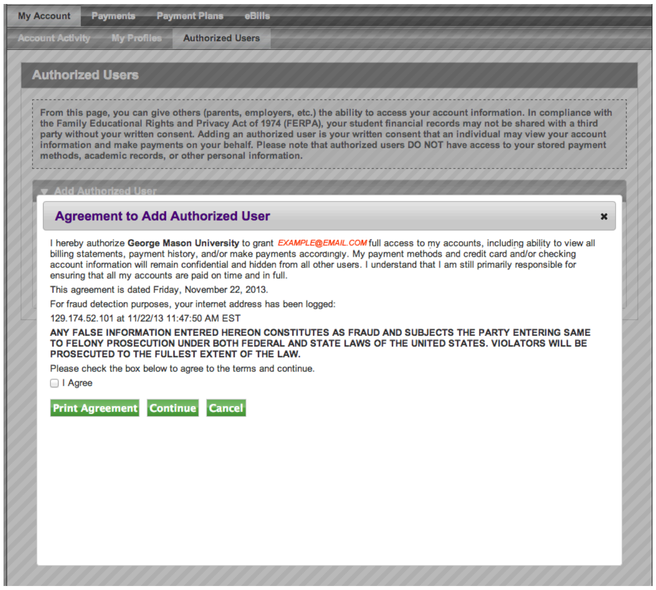
Click on the “Authorized Users” tab in the navigation bar.



Fill in the email address of the authorized user. Select if you would like the authorized user to be able to “view your billing statement” and “view your payment history”.



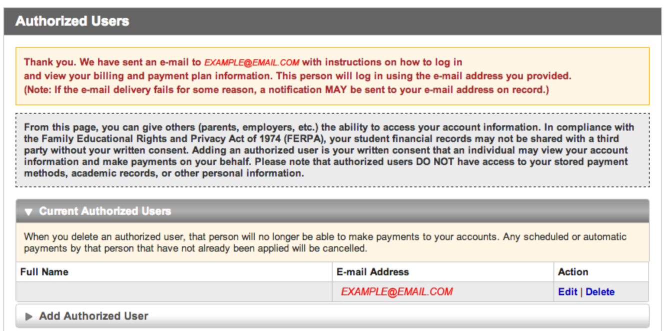
Once you have filled in the authorized user’s email and selected their view preferences, click “Continue”.



Read the Agreement to Add Authorized User.

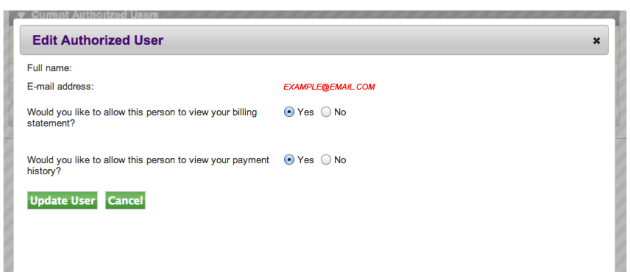
If you agree with all the terms, then click the box next to “I Agree”.

Click “Continue”.

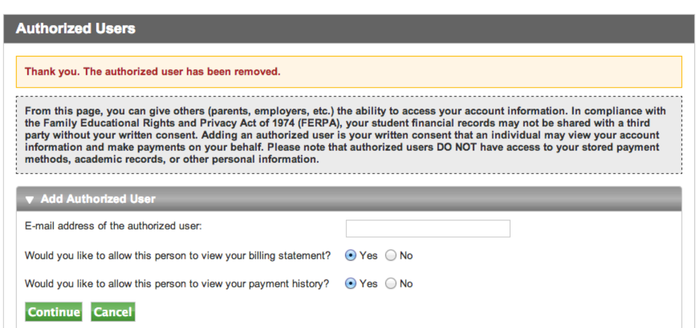


A screen confirming that the authorized user has been added will be displayed.

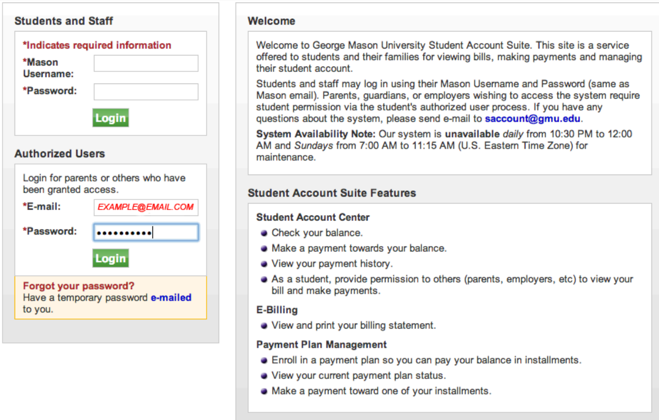
To edit Authorized User access, click on the “Edit” link.



After making any changes to edit Authorized User, click “Update User” to save changes.

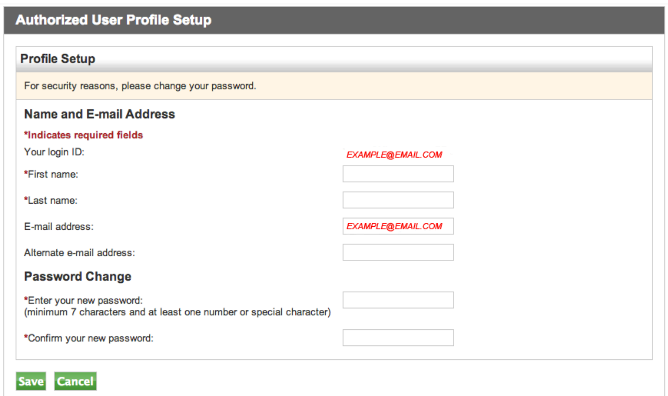


To delete Authorized User, click on the “Delete” link. A confirmation of deletion will appear on the screen and the user should no longer be listed under the Current Authorized Users.



Authorized User will receive confirmation that they have been added via Email. Another Email containing their temporary password will be sent.

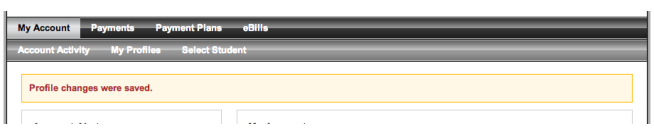
The Authorized User then has to login using their Email address and the temporary password.



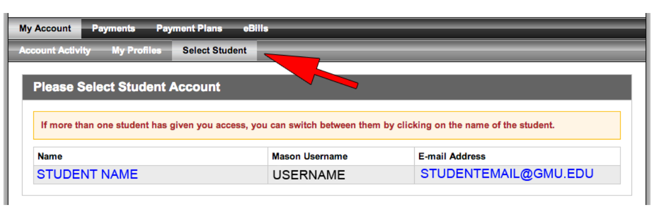
Upon Authorized User's first login, they will be prompted to setup their profile. User needs to provide their First and Last name as well as change their password.*

After completing the form, click "Save".

**Please note the password requirements.*



Confirmation will appear showing that Profile changes have been saved.



If Authorized User is authorized by more than one student, they can use their ID to choose different student's accounts to view through the "Select Student" tab.