

STEPS FOR AUTHORIZED USER SET UP

1. Student logs into the e-bill link: <https://secure.samford.edu/ebill/web/index.jspin>.

STUDENTS AND STAFF	
University ID:	<input style="width: 100%;" type="text"/>
PIN:	<input style="width: 100%;" type="text"/>

2. Student selects the “AUTHORIZED USER” tab:



3. Student enters e-mail address for the “AUTHORIZED USER” and then selects ADD USER. To enter another “AUTHORIZED USER”, go back to step 2.



From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.



ADD AN AUTHORIZED USER	
E-mail Address of the Authorized User:	<input style="width: 100%;" type="text"/>
OPTIONS	
Would you like to allow this person to view your billing statement?	<input type="checkbox"/> YES <input type="checkbox"/> No
Would you like to allow this person to view your payment history?	<input type="checkbox"/> YES <input type="checkbox"/> No
<div style="display: flex; justify-content: center; gap: 20px;"> CANCEL ADD USER </div>	

E-mail notification of the initial set up will be sent to all “AUTHORIZED USERS”. Student and all “AUTHORIZED USERS” will receive notification each time a new e-bill is sent. E-bills reflect student account activity as of the e-bill date. To see charges/payments occurring after the e-bill date, select the “activity since your last statement” link on the e-bill.

Access to the e-bill site is available:	Monday	12 a.m. – 11:45 p.m.
	Tuesday – Friday	6 a.m. – 11:45 p.m.
	Saturday	6 a.m. – 12 a.m.
	Sunday	all day