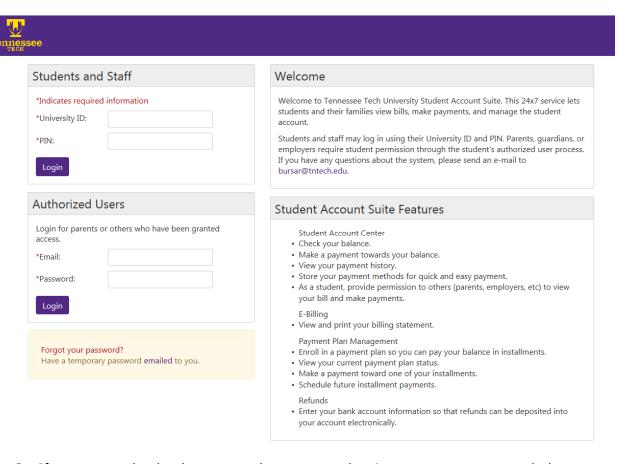
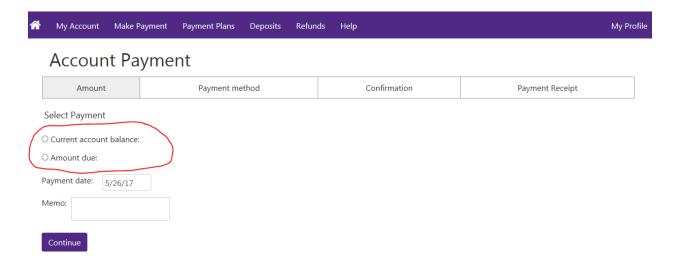
## **Authorized User Payment**

- As an authorized user, you will receive two emails once you have been authorized. The first email will give you your username (which will be your email address) and the login URL. The second email will contain your password for your first login. You will be required to change the password before you go any further into the system.
- 2. Click the URL provided in the email. This will take you to ePay. Enter your login credentials in the Authorized User area.



- 3. If you are authorized on more than one student's account, you can switch between them by clicking on *Select Student* and clicking on the student's name.
- 4. Click Make a Payment.
- 5. Click *Make a Payment* on the next page.
- 6. You can either choose to pay current account balance by term or certain charges only. When you have made your selections, click *Continue*.



- 7. Select the payment method of your choice. You can select either a new credit card or checking account or a previously saved payment method.
- 8. If you are using a new account, you will be directed to enter the account information. You can also save this payment method for future payments. When all information has been entered, click *Continue*.
- 9. Payment confirmation information is displayed. Check carefully to make sure information and amount to be paid is correct. Read the terms and conditions, check *I Agree*, then click *Submit Payment*.
- 10. A receipt page will then be displayed. The confirmation number shown on this receipt is **not** the student's schedule confirmation number.
- 11. Ask your student to log into Eagle Online and check their confirmation status to be sure they have been confirmed.