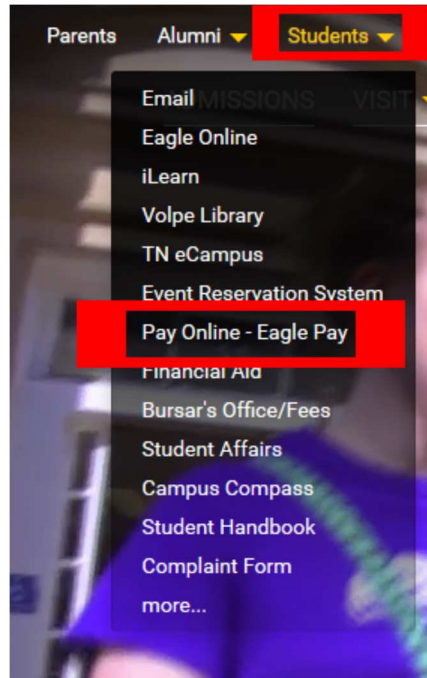


How to Add an Authorized User to Your Account

1. Navigate the Tennessee Tech Website Homepage.
 - a. <http://www.tntech.edu>
2. Under the “Students” menu, select the “[Eagle Pay](#)” sub menu item.



3. Login To [Eagle Pay](#)

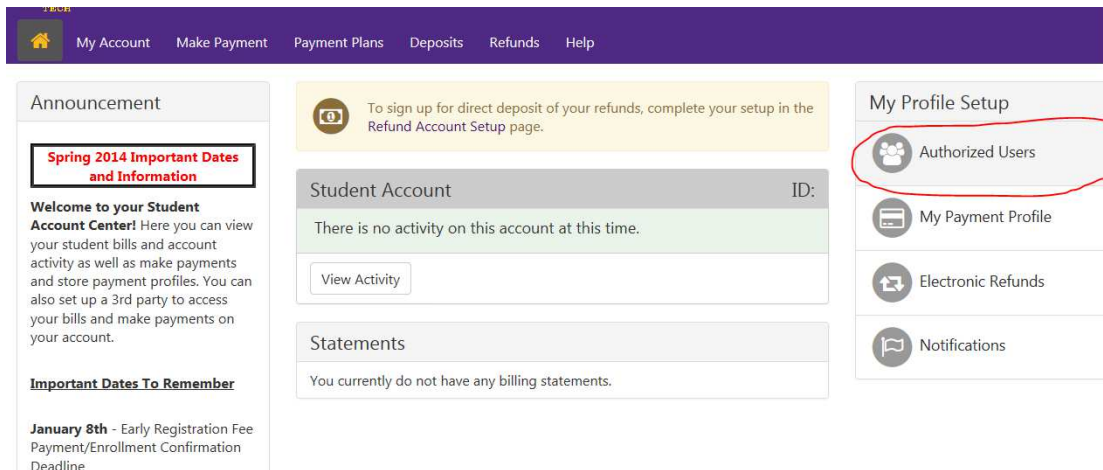
Students and Staff

**Indicates required information*

**University ID:*

**PIN:*

4. Click *Authorized Users*.



5. Enter the email address of your authorized user. Answer "Yes" or "No" to the questions on the page. Click *Continue*.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

6. Read the agreement. If you agree, check the *I Agree* box and click *Continue*.
7. An email will be sent to your new authorized user.

You may enter more than one authorized user.

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.