1. Click the Authorized Users tab under My Profile Setup

My Profile Setup

Authorized Users

2. Enter the e-mail address of the authorized user and select options

3. Click Continue

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 Authorized User**

E-mail address of the authorized user: parent.nyu@gmail.com

Would you like to allow this person to view your billing statement and account activity?   ● Yes ○ No
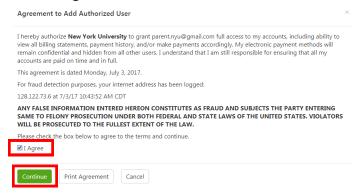Would you like to allow this person to view your 1098-T tax statement?   ● Yes ○ No
Would you like to allow this person to view your payment history and account activity?   ● Yes ○ No

Continue   Cancel

4. Click I Agree and Continue

Agreement to Add Authorized User   ✕

I hereby authorize **New York University** to grant parent.nyu@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My electronic payment methods will remain confidential and hidden from all other users. I understand that I am still responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Monday, July 3, 2017.

For fraud detection purposes, your internet address has been logged:

128.122.73.6 at 7/3/17 10:43:52 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

☑ I Agree

Continue   Print Agreement   Cancel

5. To add another Authorized User, click Add Authorized User and repeat steps 1-4

Thank you. We have sent an e-mail to parent.nyu@gmail.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

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.

▼ **Current Authorized Users**

If you delete an authorized user, that person can no longer make payments to your accounts in this system. All of that person's upcoming or unapplied scheduled or automatic payments will be canceled.

Full name:	Email address:	Action
	parent.nyu@gmail.com	Edit | Delete | Show Agreement

▶ Add Authorized User