

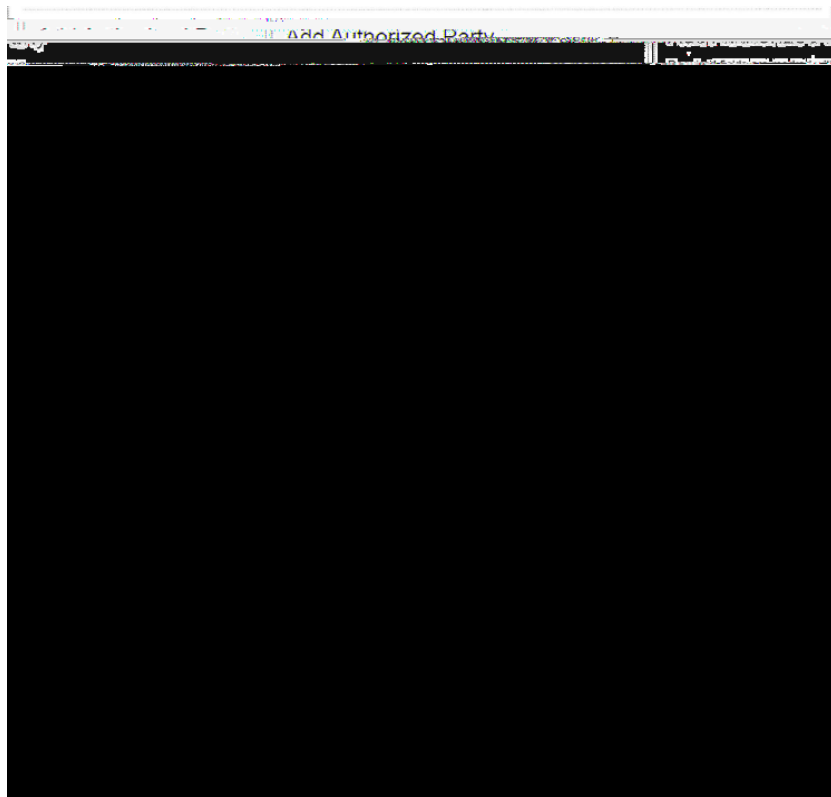
## To Add or Edit Authorized Parties

1. On the blue navigation bar at the top of the screen, the student clicks **My Profile**.
2. Click **Add** or **Edit** in the Manage Payers section, depending on the action you want to take.



### Adding an Authorized Party

1. Complete the First and Last name fields.
2. Elect to include the details that make up my balance if you want to allow the authorized party to see full account details.
3. Authorized Party Authentication: The authorized party will receive an email invitation to create an online. For security purposes, they will have to know the correct answer to this security question to gain access to create an online user account.



## Sample Authorized Party Invitation