How to Set up an Authorized User

This tutorial covers how a student can grant access to authorize a user to make payments and view billing statements on your student account.

1. Login to the Chapman University Self Service Portal at https://my.chapman.edu
2. Once logged in, click the arrow next to the Student Center to expand box
3. Click on the Student Center in the expanded box

4. Once in the Student Center, click Access ePay under the Finances section
5. From the My Account tab select Authorized Users

6. Enter e-mail address of the Authorized User and access preferences for the Authorized User, click continue
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7. Read agreement, if you agree check the I Agree box the click Continue.

8. You have completed the authorized user set up. The following will occur upon checking the ‘I agree’ box and clicking on the ‘continue’ button in the previous screen:

- Your designated Authorized User will receive two separate emails.
- One email will acknowledge that he or she has been designated as an Authorized User.
- The second email will contain a temporary password which he or she will be prompted to change upon logging into the ePay system when completing the registration process. The email will contain the login link information for Authorized Users.