How to Authorize a Payer

This tutorial covers how to authorize a third party to make payments to your student account.
Webadvisor Login:

Click on ‘LOG IN’ to access your webadvisor account.
Account Login and Password:
Enter assigned User Name and Password.
Welcome Screen Menu:

Select ‘Students.’
Student’s Menu:

BRANDMAN STUDENTS:
Please use the links below through the Summer 2012 Term.
For Fall 2012 & beyond, click here.

Click on ‘Access Chapman ePay/eBill’ from the Financial Information section.
To Enter ePay:

Click on ‘Access Chapman ePay/eBill’ to access your ePay student account information.
Setting up an Authorized User (step 1):

In the main tool bar menu under the ‘My Account’ option select ‘Authorized Users.’
Setting up an Authorized User (step 2):

1. Finished click on continue.
2. Enter the authorized user’s e-mail address.
3. Read both questions and select what type of access you want your authorized user to have to your student account.
4. Finished click on continue.
Setting up an Authorized User (step 3):

Please read agreement. If you agree check the ‘I agree’ box and then click on ‘Continue.’
Setting up an Authorized User (step 4):

You have completed the authorized user set up. The following will occur upon you 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 other email will contain a temporary password which he or she will be prompted to change upon logging into the ePay system to complete the registration process.

Click [here](#) to access the login page for Authorized Users.
Displayed are examples of the emails your authorized user will receive. The top email acknowledges the designee. The bottom email is the password email. Click here to access the login page for Authorized Users.
Authorized User login page

Welcome to Chapman University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to epay@chapman.edu.

Student Account Suite Features

- **Student Account Center**
  - Check your balance.
  - Make a payment towards your balance.
  - View your payment history.
  - Store your payment methods for quick and easy payment.
  - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

- **E-Billing**
  - View and print your billing statement.
  - Set up your bills to be paid automatically.

- **Refunds**
  - Enter your bank account information so that refunds can be deposited into your account electronically.

Forgot your password? View saved password hint, or have a temporary password e-mailed to you.

Browser and Plugin Support

This site works best with Microsoft's Internet Explorer 7.0+, Mozilla's Firefox 2.0+, Apple's Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at epay@chapman.edu.