How to Set up a Panther Partner Authorized User

This tutorial covers how a student can grant access to a Panther Partner Authorized User to make payments and view billing statements on the student account.

1. Login to the Chapman University Self Service Portal at 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 Home tab select Authorized Users under My Profile Setup

6. Select Add Authorized User and Enter e-mail address of the Panther Partner Authorized User and select access preferences for the Panther Partner Authorized User, click continue
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7. Read the Agreement to Add Authorized User, if you agree check the I Agree box and click Continue.

8. You have completed the Panther Partner 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 Panther Partner Authorized User will receive two separate emails
   - One email will acknowledge being designated as an Panther Partner Authorized User
   - The second email will contain a temporary password for use on the initial log in. The email will also contain the login link information for Panther Partner Authorized Users.

Authorized Users

Thank you. We have sent an e-mail to 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.

<table>
<thead>
<tr>
<th>Full name:</th>
<th>Email address:</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:PantherParent@gmail.com">PantherParent@gmail.com</a></td>
<td></td>
<td>Edit</td>
</tr>
</tbody>
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