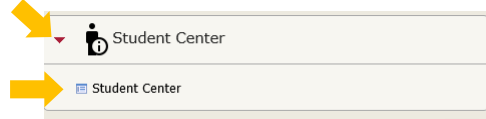


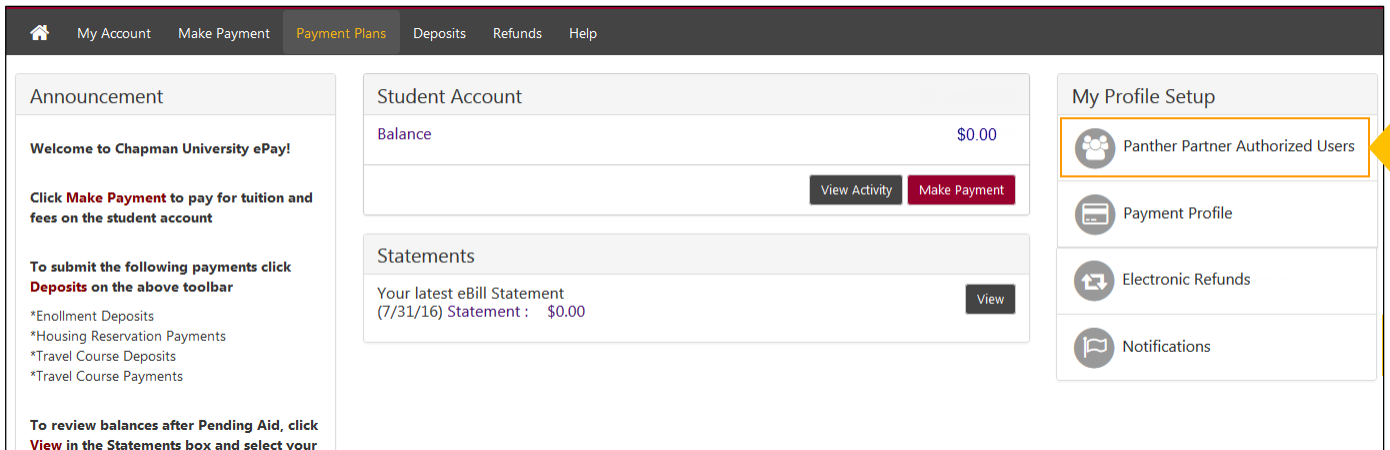
How to Set up a Panther Partner Authorized User

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 **Panther Partner Authorized Users** under **My Profile Setup**



6. Select the **Add Panther Partner Authorized User** tab. Enter the e-mail address of the **Panther Partner Authorized User**. Select access preferences for the **Panther Partner Authorized User**, click continue

Panther Partner Authorized Users

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 a Panther Partner Authorized User is your written consent that an individual may view your account information and make payments on your behalf. Please note that Panther Partner Authorized Users DO NOT have access to your stored payment methods, academic records, or other personal information.

[Panther Partner Authorized Users](#)
Add Panther Partner Authorized User

E-mail address of the Panther Partner Authorized User: PantherPartner@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 payment history and account activity? Yes No

Cancel
Continue



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7. Read the **Agreement to Add Panther Partner Authorized User**, if you agree check the **I Agree** box and click **Continue**

Agreement to Add Panther Partner Authorized User ✕

I hereby authorize **Chapman University** to grant [REDACTED] full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Monday,

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

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

Cancel
Print Agreement
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 a **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**.

Panther Partner Authorized Users

- Thank you. We have sent an e-mail to [REDACTED] 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.)

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Panther Partner Authorized Users
Add Panther Partner Authorized User

If you delete a Panther Partner 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
	PantherPartner@gmail.com	⚙