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

![Image of Chapman University Self Service Portal]

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

![Image of Panther Partner Authorized Users]

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
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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.

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.