HOW TO SET UP AUTHORIZED USERS

1. Log onto **my.sc.edu** using your VIP ID and password.

2. Click on **Account Information**.

3. Click on the **Payment Gateway** tab and another window will open up.

4. Click on the **Authorized User** link at the top of the screen. This will allow a parent, guardian or someone of your choice to view information and/or make a payment on your account. You can set up multiple authorized users.

5. Enter in the email address of the authorized user.

6. You have the option to allow this person to view your billing statement, 1098-T tax statement, and/or payment history. Click **Yes or No** based on the permission you would like to grant the authorized user for each option.

7. Click the **Continue** button.

8. Read the agreement to add an authorized user to your account. By electronically agreeing to this process you are allowing your authorized user to have access to your account. The authorized user can view the billing statement, your payment history and/or make payments on your account. They will NOT be able to view credit card and banking information stored on your account. That information will remain confidential. You will also still be responsible to make sure that payments are made to your account on time.

9. If you agree with the agreement, click the **I Agree** checkbox. Click the **Print Agreement** button if you would like a copy of the agreement.

10. Click **Continue** to submit this transaction.

11. Once the transaction has been accepted, you will receive a message letting you know that your authorized user will receive an email notice about this transaction. The authorized user will have their own ID and password. This screen also allows you to edit or delete an authorized user. If you delete an authorized user, they will no longer have access to your account and can no longer make payments. Click **Edit** to change the viewing permissions on an authorized user's account. Once you update their information click the **Update User** button.

12. Click on the **Add Authorized User** button to add another authorized user and follow the steps above.