

## SETUP AN AUTHORIZED USER TO MAKE A PAYMENT

This will allow someone other than the student to be set up to make a payment.

**Authorized user must have an email account.**

1. Log on to the CampusConnection Portal

**In the menu on the left:**

2. Click Campus Finances

3. Click View Statements/Pay Online Now  
*Please wait while the page loads.*

4. Choose Authorized Users from the menu at the top of the page.

5. Click

6. Answer the three questions in the Add An Authorized User box.

7. Click

8. Enter the last 4 digits of your Student ID #  
(W012345)

9. Click