

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 <u>Student Center</u>
- 2. From the Student Center Homepage select Financial Account
- 3. Select Access ePay
- 4. Click the Access ePay button
- 5. Under My Profile Setup select Panther Partner Authorized Users

A My Account Make Payment Payment Plan	s Deposits Refunds Help	*	
Announcement	To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.	My Profile Setup	(
Welcome to Chapman University ePay! Click Make Payment to pay for tuition and fees on the student account	Student Account Balance	Panther Partner Authorized Users Personal Profile	
To submit the following payments click Deposits on the above toolbar *Enrollment Deposits	Estimated Financial Aid Balance Including Estimated Aid	Payment Profile	
*Housing Reservation Payments *Travel Course Deposits *Travel Course Payments			
to review parances arter Pending Aid, click View in the Statements box and select your Most Recent Billing Statement			

- 6. Select the *Add Panther Partner Authorized User* tab.
- 7. Enter the e-mail address of the *Panther Partner*
- 8. Select **Permissions** for the Panther Partner
- 9. Continue

Panther Partner Authorized Users						
Panther Partner Authorized Users	Add Panther Partner Authorized User					
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.						
E-mail address of the Panther Partner Authorized User:		PantherParent@chapman.edu				
Would you like to allow this person to view your billing statement and account activity? Would you like to allow this person to view your payment history and account activity?		YesYes	○ No ○ No Cance	Continue		

- 10. Read the Agreement to Add Panther Partner Authorized User
- 11. If you agree check the I Agree box and Continue

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

- > 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*.