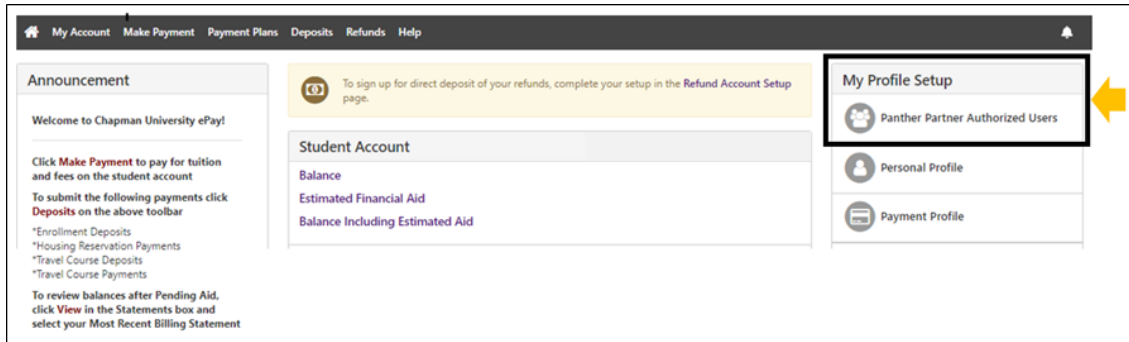


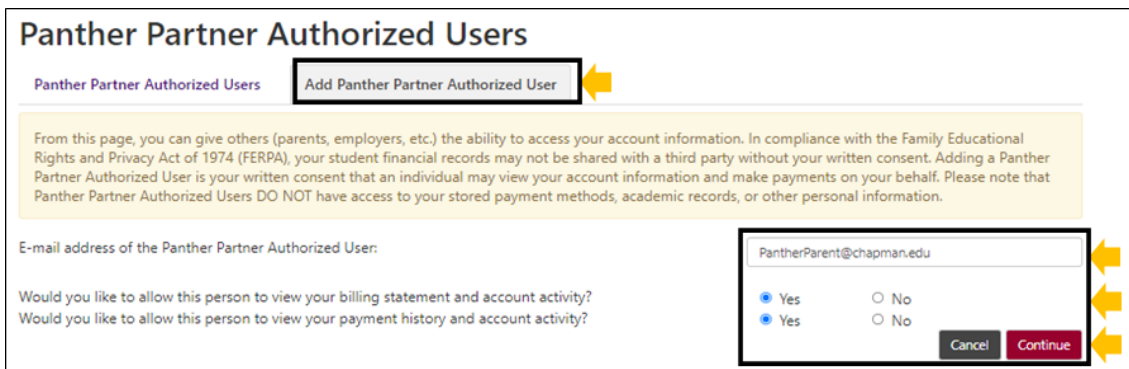
How to Set up a Panther Partner Authorized User

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 [Student Center](#)
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**



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**



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**.