Add an Authorized User

1. To begin the process of adding an authorized user, click on Make A Payment from your Student Center.

2. Once in the Student Account Center, select Authorized Users.
3. Enter the email address of the person you are authorizing to make payments on your behalf. You can also select whether or not to grant the authorized user access to view all charges and payments on your account. Click Continue.
4. Read the Authorized User Agreement. Check the box to indicate your acceptance of the agreement and click Continue.

5. The authorized user has been added to your account! They will receive an email informing them of how to log into their account. There is additional help documentation for Authorized Users located on the Student Center Help site at https://vpfa.boisestate.edu/student-financial-services/student-center-help/
6. From the Authorized User menu in the SAC, you will see all users that have been authorized to make payments to your account. From this menu, you are able to change access or remove access for individual users and view the authorized user agreement.