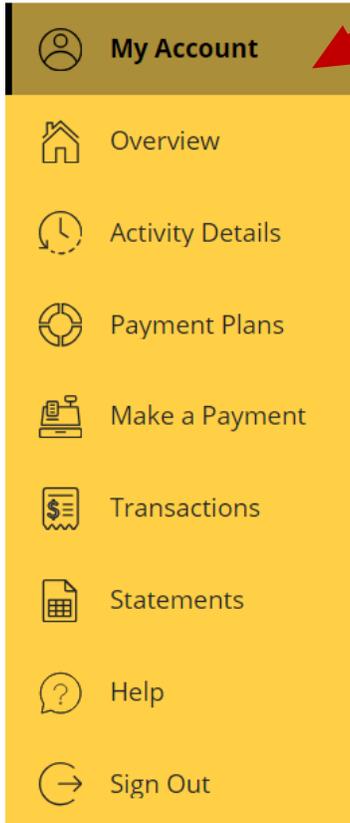


Authorize Payer (Parent Portal)

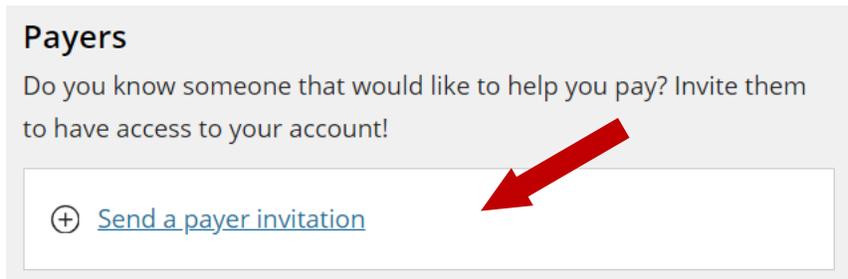
How to set up!



Step 1) Click on *My Account* on the left side bar.



Step 2) Click on *Send a payer invitation*.



Step 3) On the right popup bar fill in the *Payer information*. Provide a message to your invitee in the text box as well.

My Account
Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Allow access to statements

Message to payer
Maximum 250 characters

Cancel

Step 4) Click on *Send invitation*.