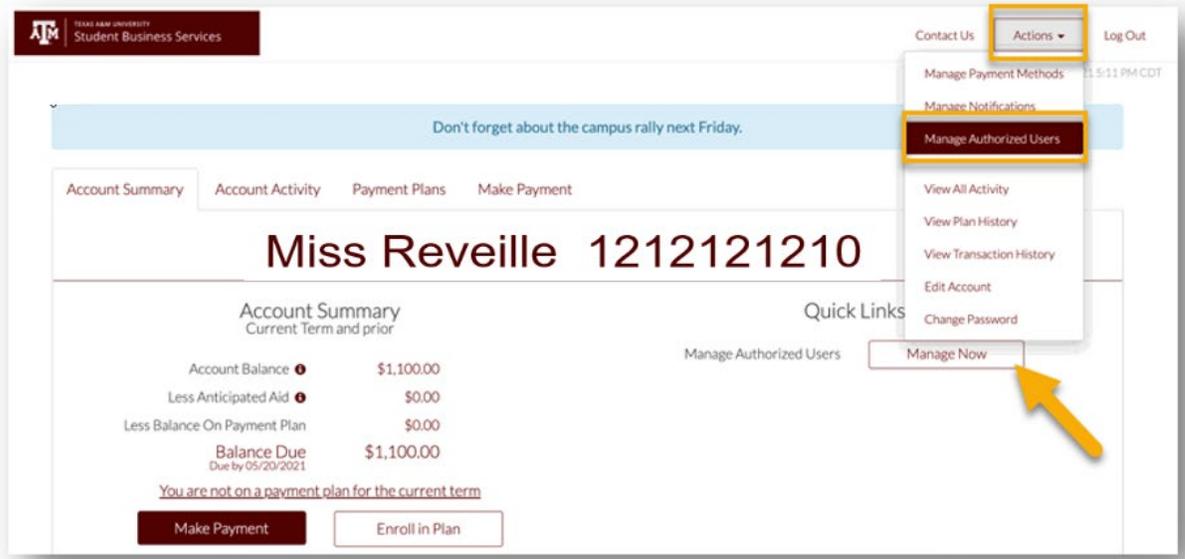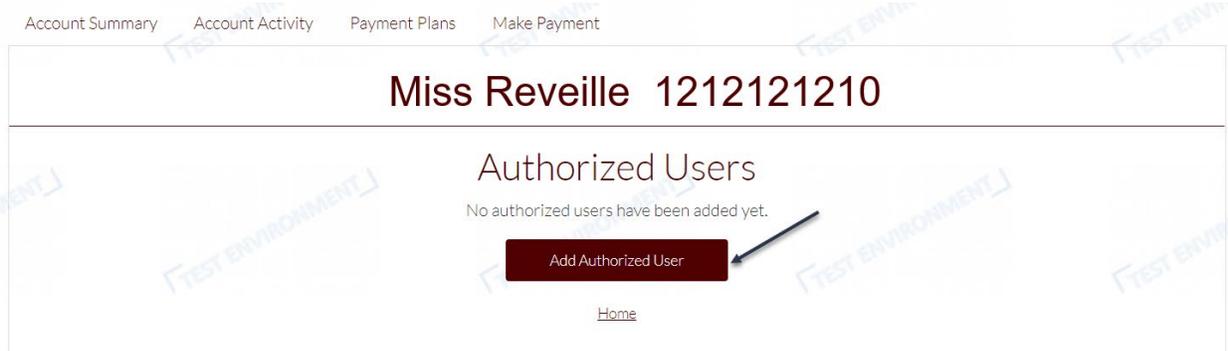# Adding Authorized Users

1) Flywire CRS system
   a. Access the MANAGE AUTHORIZED USERS under the QUICK LINKS on the ACCOUNT SUMMARY TAB
   b. Or select Manage Authorized Users from the ACTIONS tab.

2) Click on ADD AUTHORIZED USER button

3) Agreement to Add Authorized Users
   a. Enter the First and Last Name of the Authorized User
   b. Select their relationship to the student
   c. Email address of the authorized user- This email address will be used to send the authorized user login instructions and temporary password.

i. This will also be the log in ID that the authorized user will use to access Flywire CRS.
d. Read the agreement and check the acknowledgement to allow access to your account.
e. Verify the information and choose Create

Add Authorized User
They will have the ability to access your account

First Name

Last Name

Their relationship to you
-- Select One --

Does the authorized user have an email address?

● Yes ○ No

Their Email Address

Confirm Email Address

NOTE: They will receive an email with login instructions

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account-related information may generally not be released to a third party (e.g. your parents, guardians, spouse, a third party, etc.) without your written permission. By creating an Authorized User you are giving written consent for that individual to view your detailed student account information, make payments towards your student account, enroll in a payment plan or see your payment plan details, and see any financial holds and TO DO items assigned to you. You also authorize us to provide information about your student account details, your payment plan (if you are enrolled in a payment plan) as well as financial holds and TO DO items assigned to you to your Authorized Users. This authorization is indefinite. To withdraw this consent, you would need to remove the individual's Authorized User status.

☐ By clicking this I am acknowledging that this authorized payer will have access to all my student account financial details.

Create

Cancel

4) Current Authorized Users
a. From here you can view all authorized users.
b. Verified – No (Resend Link) Authorized User has not been verified
c. Verified- Yes Authorized User has been verified

Account Summary   Account Activity   Payment Plans   Make Payment

Miss Reveille 1212121210

Authorized Users

Add Authorized User

	Name	Email	Verified	Has Access
Edit	View Activity	Mom Reveille	demo12@tamu.edu	No (Resend Link)	Yes, has access.

Home

Authorized Users

	Name	Email	Verified	Has Access
View Activity	Mom Reveille	demo12@tamu.edu	Yes	Yes, has access.

Payer Home