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.

![Image of the Flywire CRS system]

2) Click on **ADD AUTHORIZED USER** button

![Image of the 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](image)

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