Add Authorized Users

Home Page

Access the Home Page to add authorized users. From My Profile Setup, choose Authorized Users.

Authorized Users

1) Email address of the authorized user – Enter the email address for the authorized user. This email address will be used to send the authorized user login instructions and a temporary password. It will also be the login ID that the authorized user will use to access Bill Payment.

2) Would you like to allow this person to view your billing statement and account activity? – Indicate Yes or No.

3) Would you like to allow this person to view your payment history and account activity? – Indicate Yes or No.

4) Continue – Verify the information and choose Continue.
Agreement to Add Authorized User

The Agreement to Add Authorized User will be displayed. The agreement will include the date you granted access and the IP address of the device used to agree. Read the agreement and check I Agree to allow access to your account. Then choose Continue.

Current Authorized Users

From the Action button, you will have access to Edit or Delete an authorized user. In addition, you can choose Show Agreement to view or print the agreement.