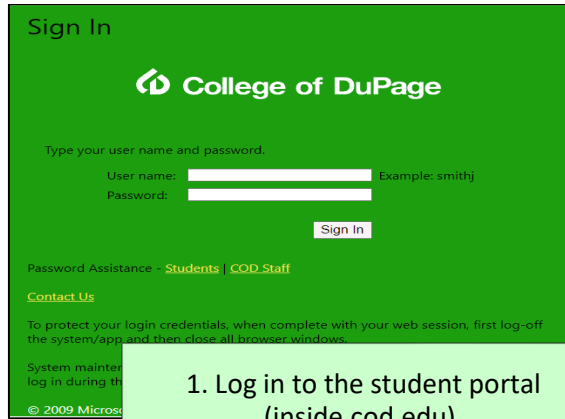


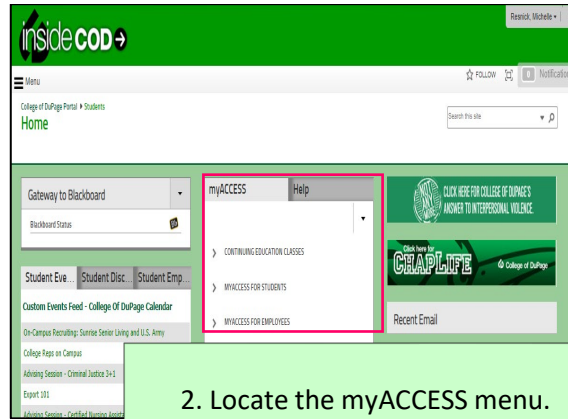
# Payment Plans: Update an Authorized User

An authorized user is an individual designated by the student to either make a payment on the student's behalf and/or have access to the student's account information. The student is still the primary party responsible for ensuring all tuition and fees are paid in full by the scheduled payment date.

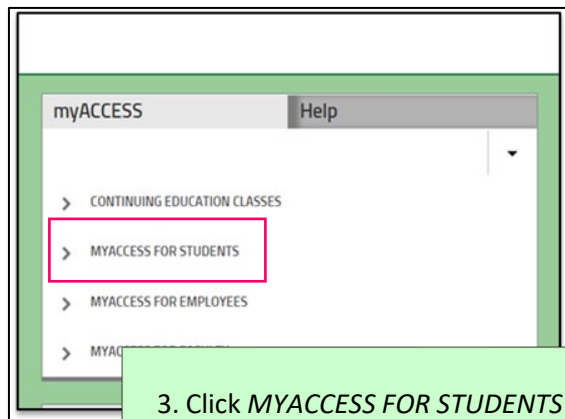
Follow these simple instructions to assign an authorized user:



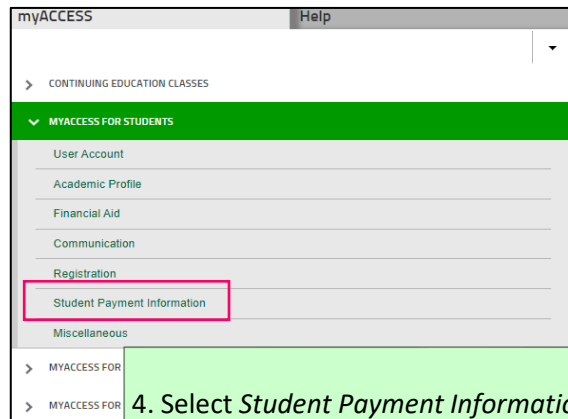
1. Log in to the student portal (inside.cod.edu).



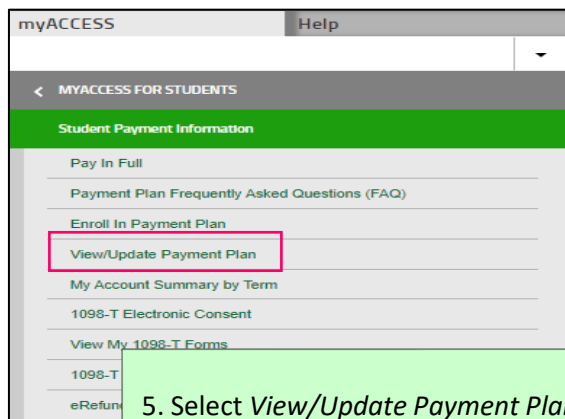
2. Locate the myACCESS menu.



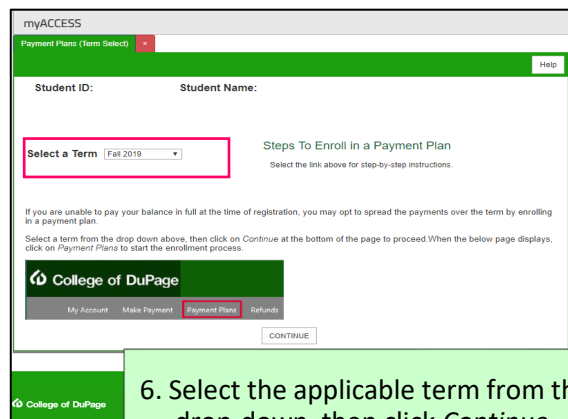
3. Click MYACCESS FOR STUDENTS.



4. Select Student Payment Information.

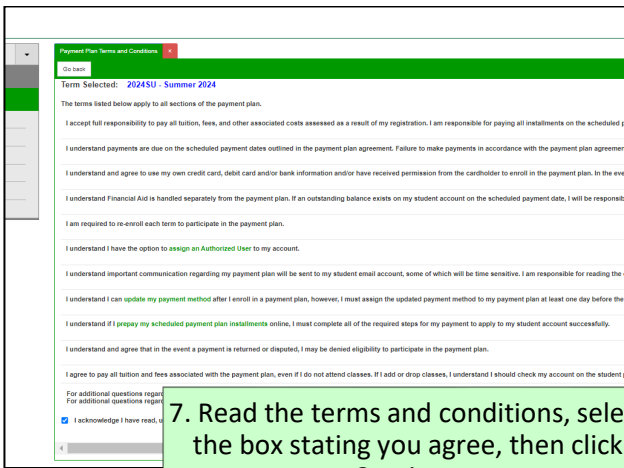


5. Select View/Update Payment Plan.

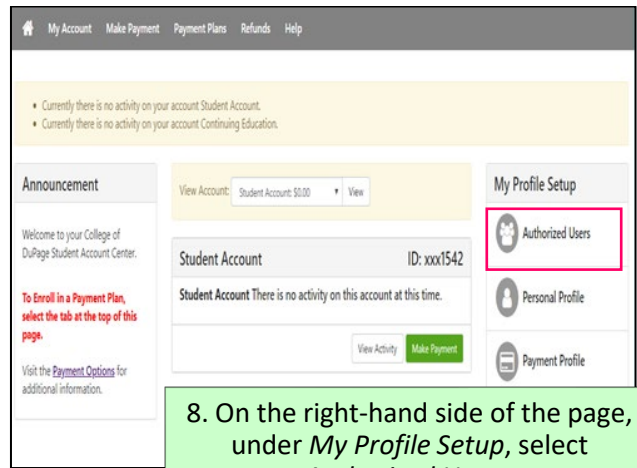


6. Select the applicable term from the drop-down, then click Continue.

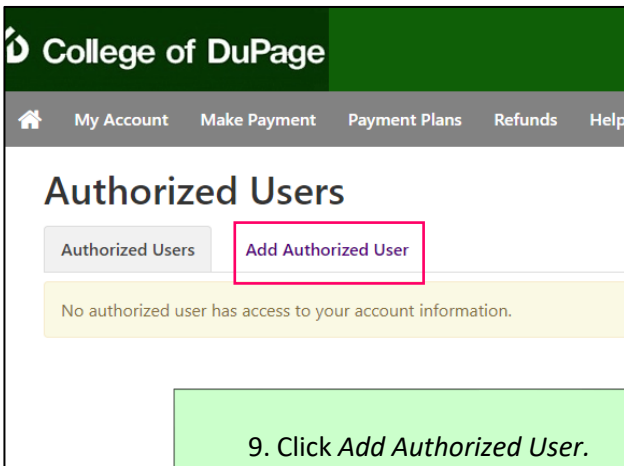
# Payment Plans: Assign an Authorized User (Continued)



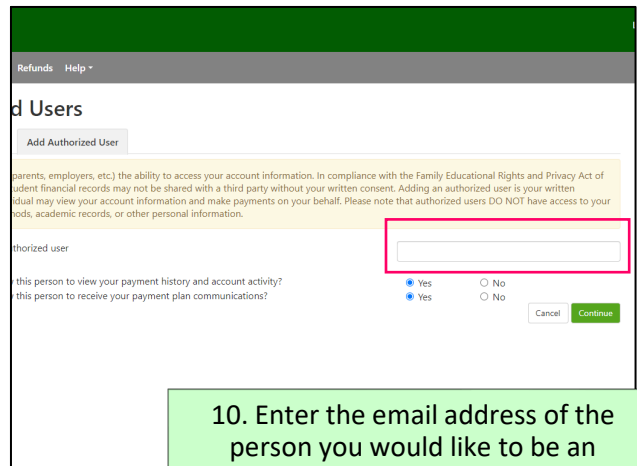
7. Read the terms and conditions, select the box stating you agree, then click *Continue*.



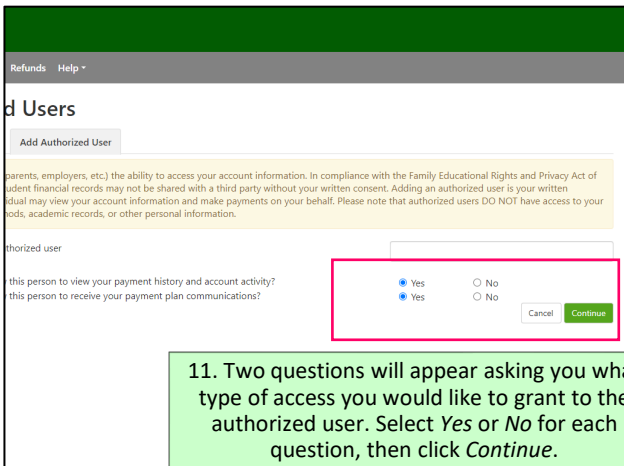
8. On the right-hand side of the page, under *My Profile Setup*, select *Authorized Users*.



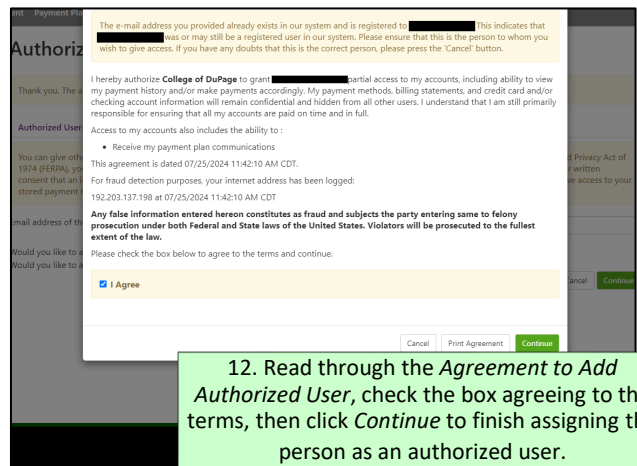
9. Click *Add Authorized User*.



10. Enter the email address of the person you would like to be an authorized user on your account.



11. Two questions will appear asking you what type of access you would like to grant to the authorized user. Select *Yes* or *No* for each question, then click *Continue*.

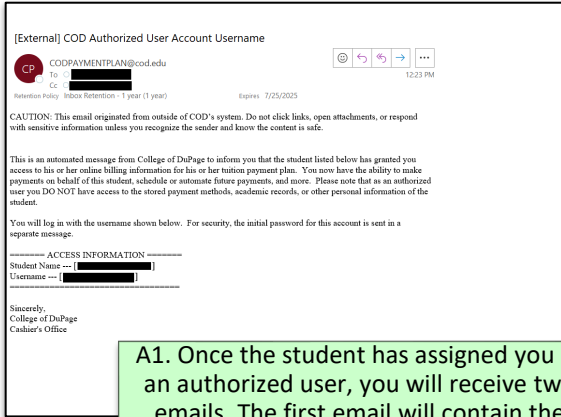


12. Read through the *Agreement to Add Authorized User*, check the box agreeing to the terms, then click *Continue* to finish assigning the person as an authorized user.

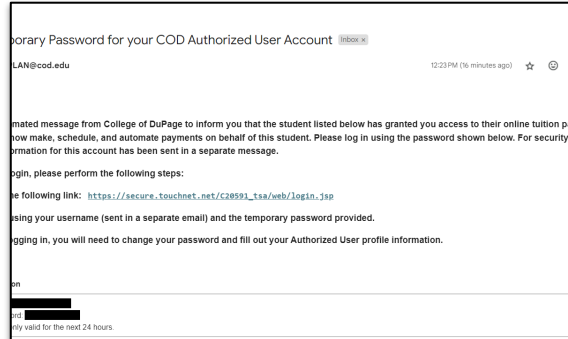
# Payment Plans: Log in as an Authorized User

Once a student has assigned an authorized user, the authorized user will be sent two separate emails from [CODPaymentPlan@cod.edu](mailto:CODPaymentPlan@cod.edu). The first email will denote access has been granted and include the username. The second email will contain the temporary password and the link to login.

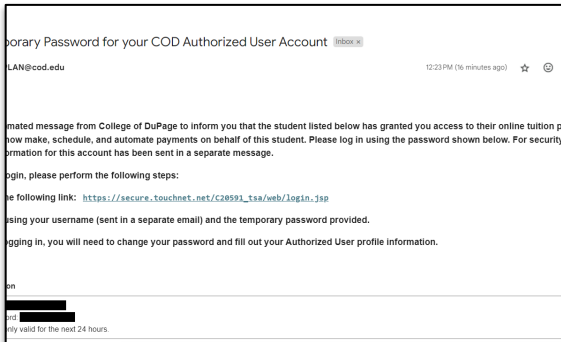
Follow these simple instructions to log in as an authorized user:



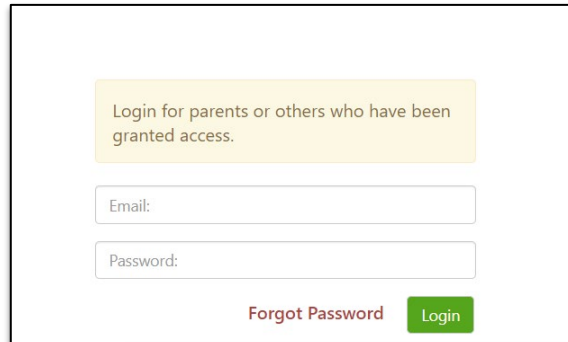
A1. Once the student has assigned you as an authorized user, you will receive two emails. The first email will contain the username.



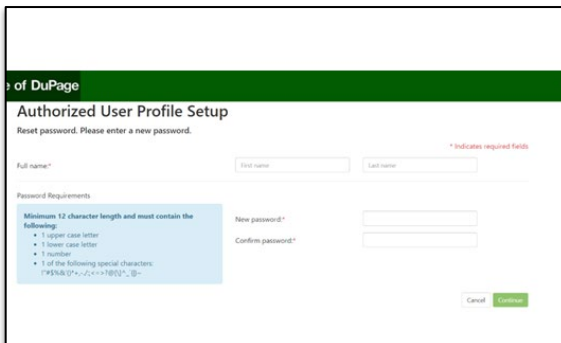
A2. The second email will contain your temporary password and the login link.



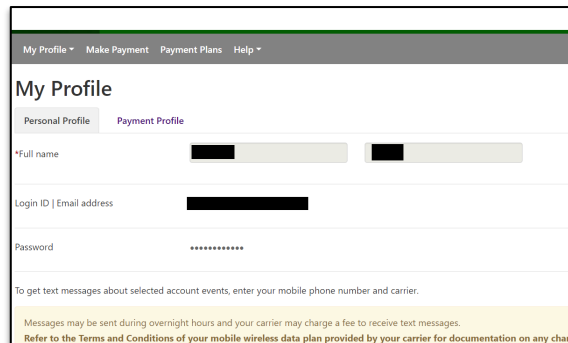
A3. Click the login link in the second email to be navigated to the payment plan webpage.



A4. Enter the username and temporary password emailed to you in steps A1 and A2.



A5. On the *Authorized User Profile Setup Page*, enter your first name, last name, new password, then click *Continue*.



A6. You will be brought to the *My Profile* page. If you want to enroll in text alerts, do so at the bottom of the page. If you want to go to the *Student Account* home page, click the home icon in the upper corner.