



Access ePay as an Authorized User

This job aid provides instructions on how Third-party Authorized Users can access the student's account in ePay. Students must grant access to a third party (parents, guardians, etc.) to allow them to view the student account in ePay and make payments on the student's behalf.

SET UP AUTHORIZED USER PROFILE



Note: ePay is external to BisonHub and is used to make payments and establish payment plans. Third Party Authorized User access must also be established by the student in BisonHub to allow the third-party to view the full transaction history and statements. Please review the **Third-Party Access in BisonHub** job aid for more information.

From the Menu on the Home page:

1. Select the Financials Hub.
2. In **Suggested Links** select **Make A Payment**. This will link to the ePay system outside of BisonHub. Sign into ePay using the credentials provided.
3. From the **Authorized Users Profile Setup** page:

- a. Enter your Full Name.
- b. Enter and confirm your password. Please review the Password requirements listed on the page
- c. Click **Continue**.

From **My Profile** tab:

4. Select **Payment Profile** to add a new payment method.

5. Select **Security Settings** to set up your two-step verification for your login.

6. Click **Continue**.