

How to Add An Authorized User

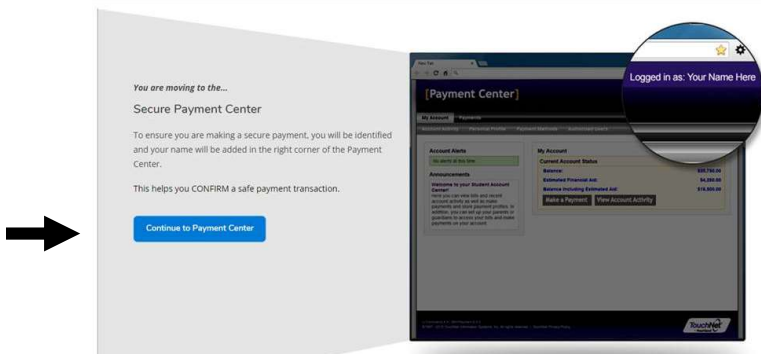
1. Log into the Student Experience at <https://experience.elluciancloud.com/occc151>. Using your student email and password.
2. After logging in, you'll see a box on the left side of the page with a message. Click on the link that says "**OCCC Self Service**."



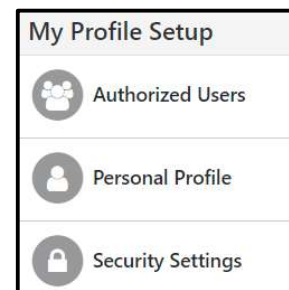
3. Click on the **Make a Payment/Enroll in Payment Plan** button.



4. Click the blue **Continue to Payment Center** button.



5. To Add An Authorized User, select the **Authorized Users** button on the right of the web page.



6. Click **Add Authorized User**. Enter the requested information and click continue. Note that the authorized user will receive two emails with login information.

A screenshot of the 'Authorized Users' form. At the top, there are two tabs: 'Authorized Users' and 'Add Authorized User'. Below the tabs is a yellow warning box with text about FERPA. Underneath, there is a text input field for 'Email address of the authorized user'. Below that are two questions with radio button options: 'Would you like to allow this person to view your billing statement and account activity?' and 'Would you like to allow this person to view your payment history and account activity?'. At the bottom right, there are 'Cancel' and 'Continue' buttons. Arrows point to the 'Add Authorized User' tab, the email input field, and the 'Continue' button.