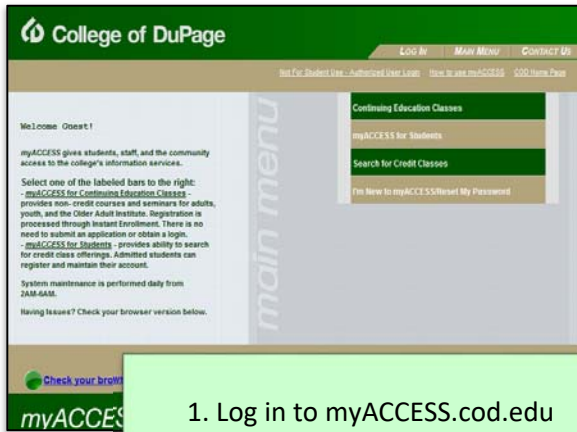


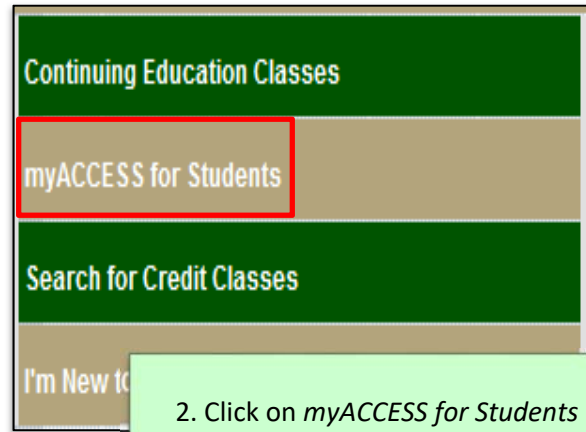
Payment Plans: Assign an Authorized User

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.

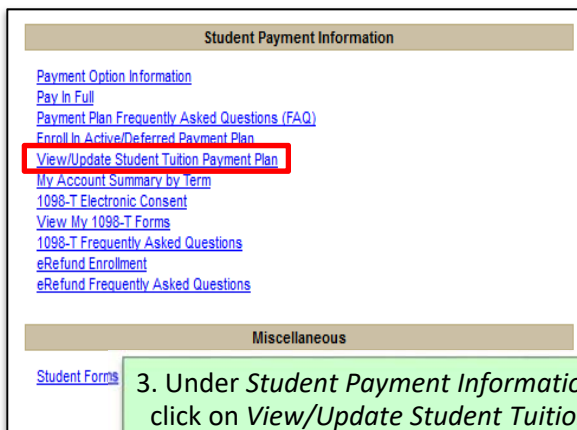
Follow these instructions to assign an authorized user:



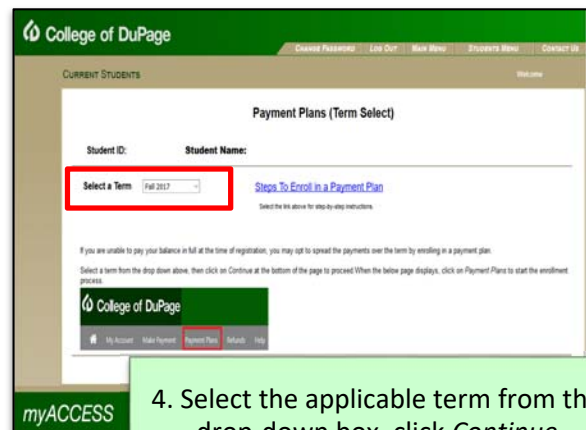
1. Log in to myACCESS.cod.edu



2. Click on *myACCESS for Students*



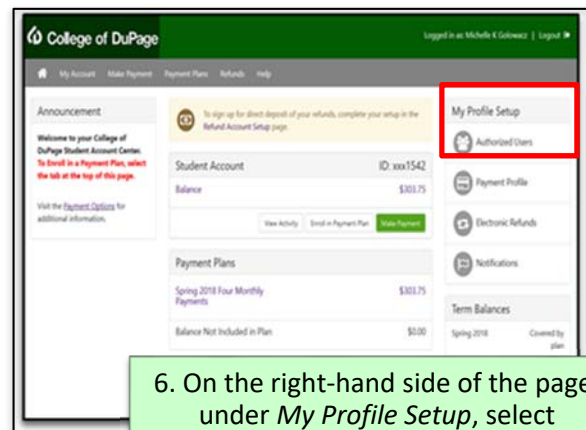
3. Under *Student Payment Information*, click on *View/Update Student Tuition Payment Plan*



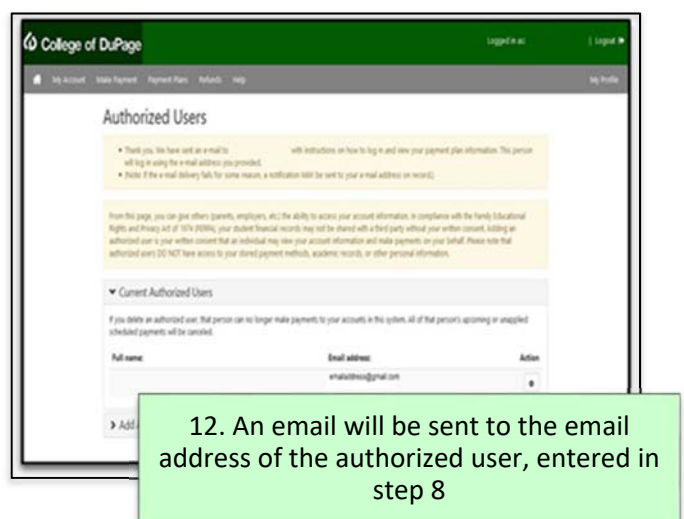
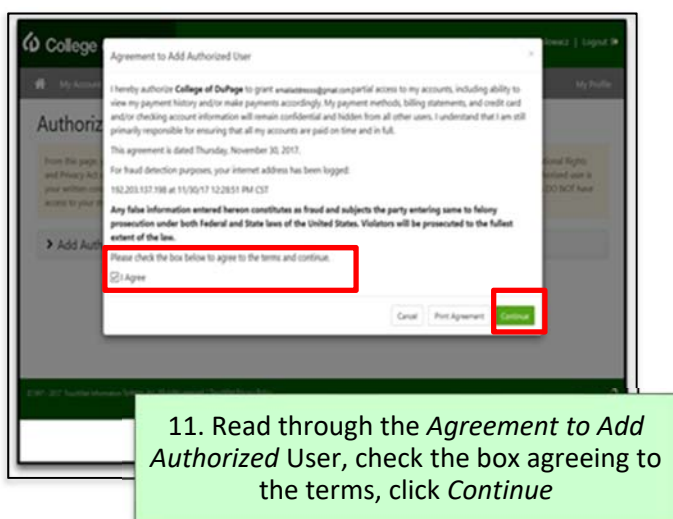
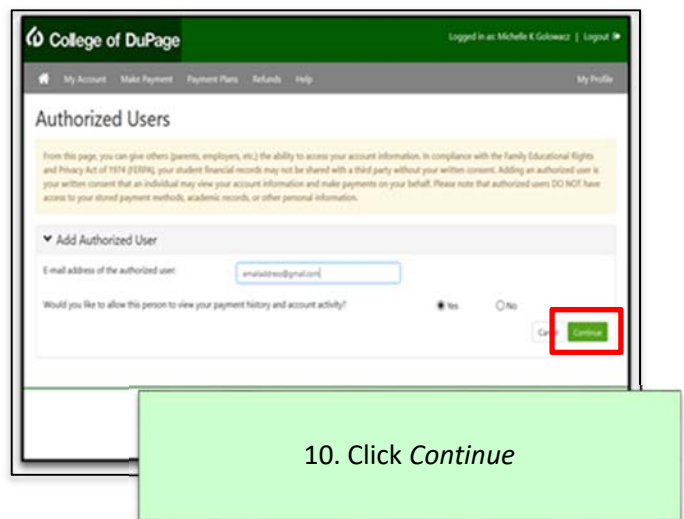
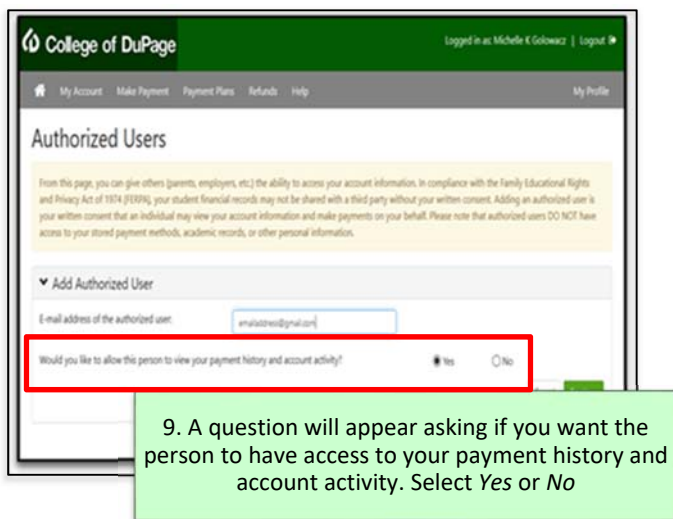
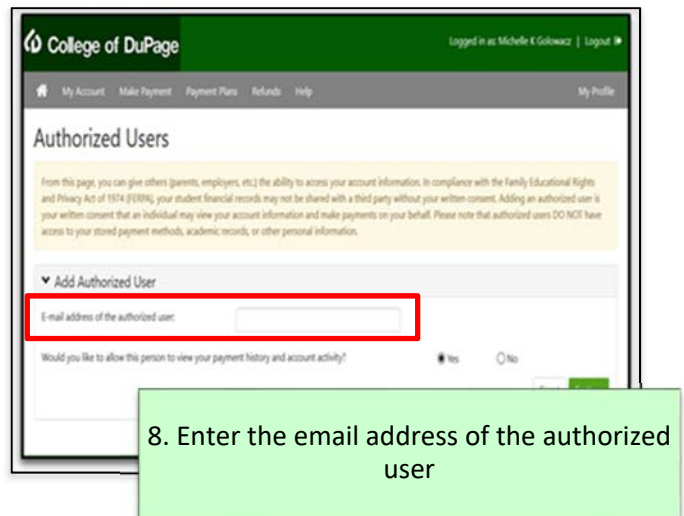
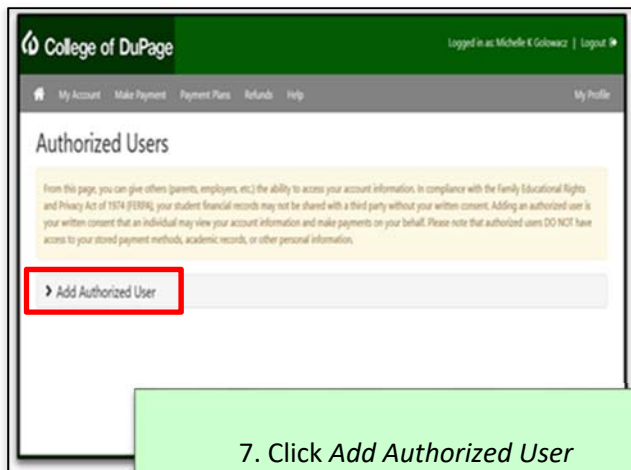
4. Select the applicable term from the drop-down box, click *Continue*



5. Read through *Payment Plan Terms and Conditions*, check the box agreeing to the terms, then click *Continue*



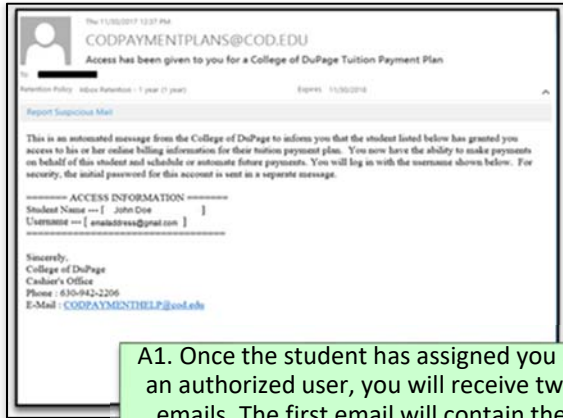
6. On the right-hand side of the page, under *My Profile Setup*, select *Authorized Users*



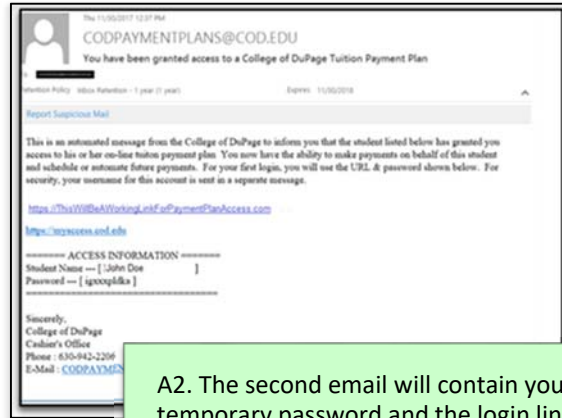
Payment Plans: Steps to Log in as an Authorized User

Once a student has assigned an authorized user, the authorized user will be sent two separate emails from CODPaymentPlans@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 instructions to log in as an authorized user:



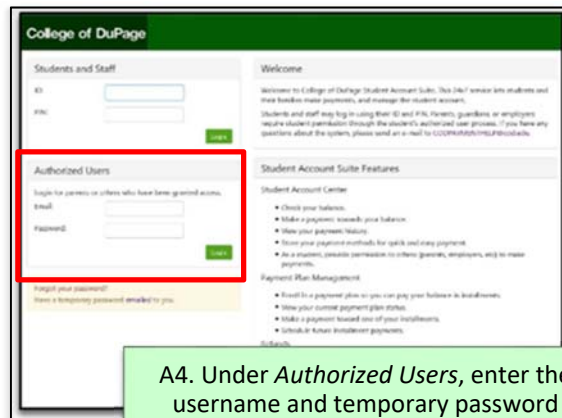
A1. Once the student has assigned you as an authorized user, you will receive two emails. The first email will contain the username



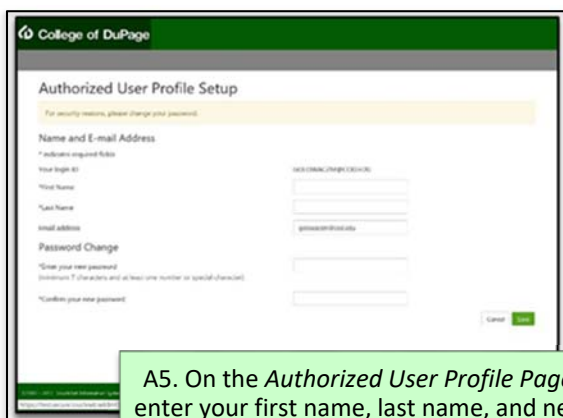
A2. The second email will contain your temporary password and the login link



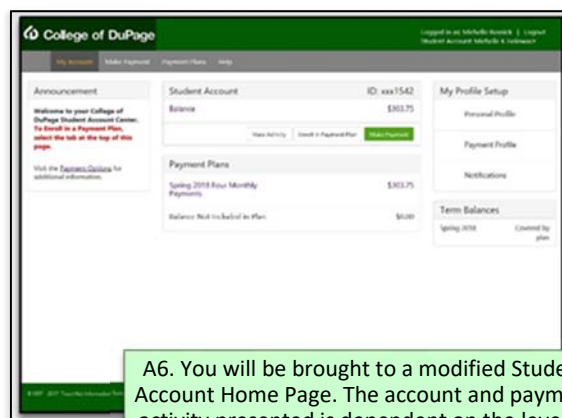
A3. Click the login link in the second email to be navigated to the payment plan webpage



A4. Under *Authorized Users*, enter the username and temporary password emailed to you in step A1



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



A6. You will be brought to a modified Student Account Home Page. The account and payment activity presented is dependent on the level of access granted to you by the student