

WASHINGTON, DC

Setting up an Authorized User in eBill

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC STUDENT ACCOUNT @BILL		Logout 🗭
🕋 My Account Make Payment	Payment Plans Deposits Refunds Help	
Announcement Welcome to Your Student Account! Please note that Title IV refunds will be processed automatically	Student Account Balance \$0.00 Make Payment View Activity Enroll in Payment Plan	My Profile Setup Authorized Users Electronic Refunds
unless you've updated your voluntary online authorizations in GWEB. How eBill Works How to Read Your Statement	Statements Your latest eBill Statement Statement (8/26/17)	Notifications

• Under My Profile Setup on the eBill homepage, select the Authorized Users tab.



Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

•	Current	Authorized	Users
	Contretite	/ torthornace of	000010

▼ Add Authorized User				
E-mail address of the authorized user:	marthawashington@email.com			
Would you like to allow this person to view your billing st	tatement and account activity?	Yes	© No	
Would you like to allow this person to view your 1098-T	tax statement?	Yes	© No	
Would you like to allow this person to view your paymen	t history and account activity?	Yes	© No	
Cancel				

• Under Add Authorized Users, enter the email address of the user you wish to grant access to your eBill.

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E-mail address of the authorized user:	marthawashington@email.com		
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Would you like to allow this person to view your 1098-T	tax statement?	Yes	© No
Would you like to allow this person to view your payment history and account activity?		Yes	© No
Cancel			

• Under Add Authorized Users, click on the Yes or No radio buttons next to the various access entitlements for your eBill.



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Current Authorized Users

 Add Authorized User 			
E-mail address of the authorized user:	marthawashington@email.com		
Would you like to allow this person to view your billing statement and account activity?		Yes	No
Would you like to allow this person to view your 1098-T tax statement?		Yes	◎ No
Would you like to allow this person to view your payment history and account activity?		Yes	◎ No
Continue			

• Click on the **Continue** button when done



I hereby authorize **The George Washington University** to grant marthawashington@email.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

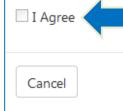
This agreement is dated Thursday, October 19, 2017.

For fraud detection purposes, your internet address has been logged:

10/19/17 6:04:31 PM EDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.



 Review the Agreement to Add Authorized User, then check the I Agree checkbox and hit the Continue button.



• The **Authorized User** will receive an email containing a unique encrypted password and link to the **eBill** system to allow them to complete their registration.

