Setting up an Authorized User in eBill
• Under **My Profile Setup** on the **eBill** homepage, select the **Authorized Users** tab.
• Under **Add Authorized Users**, enter the email address of the user you wish to grant access to your **eBill**.
• Under **Add Authorized Users**, click on the **Yes** or **No** radio buttons next to the various access entitlements for your **eBill**.
Click on the **Continue** button when done
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.