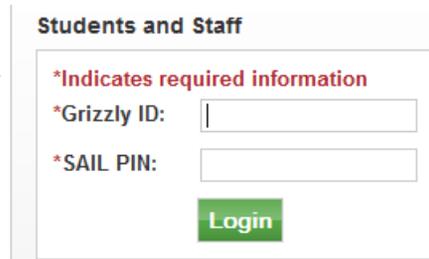


Add an Authorized User to eBill

1. Click eBill from the OU home page.



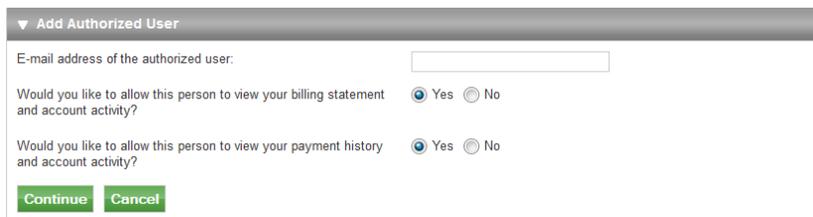
2. Log in to eBill using your Grizzly ID and six-digit PIN.

A screenshot of the eBill login form for 'Students and Staff'. It features a red asterisk indicating required information. There are two input fields: '*Grizzly ID:' and '*SAIL PIN:'. Below the fields is a green 'Login' button.

3. Select Authorized Users tab from the My Account menu.



4. Select “Add Authorized User” and enter the e-mail address of the person you are adding and select their access, click Continue.

A screenshot of the 'Add Authorized User' form. It has a title bar with a dropdown arrow and the text 'Add Authorized User'. Below the title bar is an input field for 'E-mail address of the authorized user:'. There are two questions with radio buttons: '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?'. Both questions have 'Yes' selected. At the bottom are 'Continue' and 'Cancel' buttons.

5. Agree to the Terms and Conditions (you may also print them) and click Continue.

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

I Agree

[Print Agreement](#) [Continue](#) [Cancel](#)