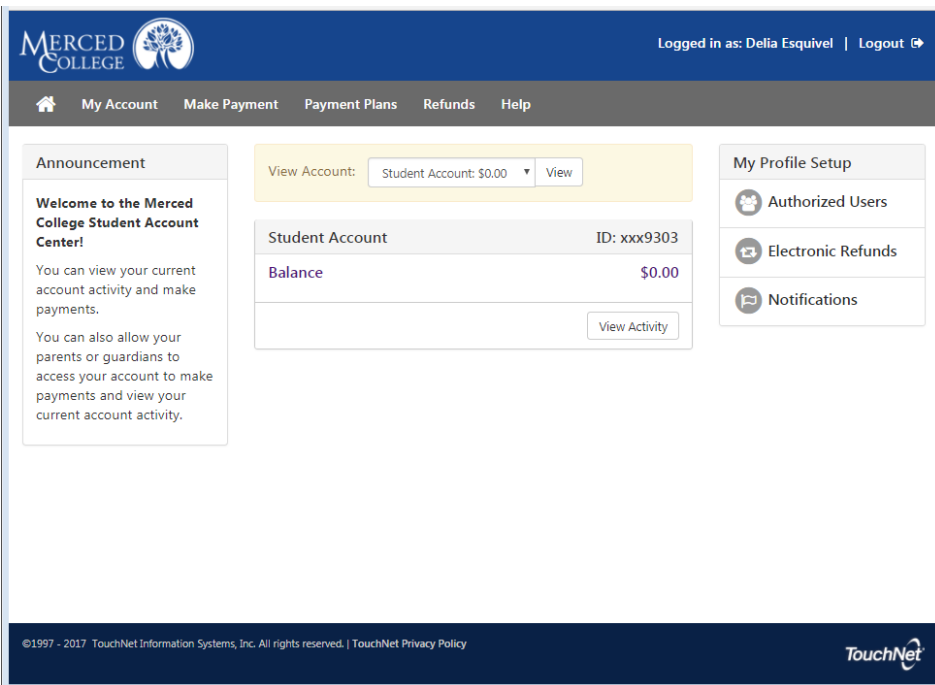


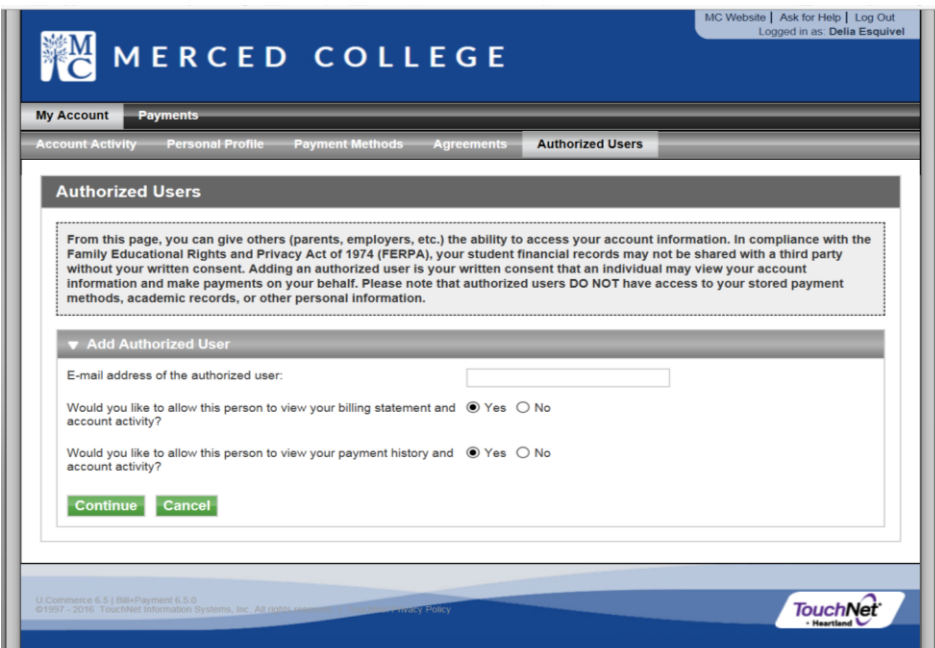
# Authorized User Instructions

You have the ability to give others (parents, spouses, employers, etc.) access to your account information. By adding an authorized user you are providing written consent that an individual may view your account online.

- Login to the [MC Portal](https://mc4me.mccd.edu) (https://mc4me.mccd.edu)
- In WebAdvisor for Students, select "**Financial Information**"
- Select, "**Pay on My Account**"
- To connect to the Merced College Student Account Center, select "**click here**"



← Select "**Authorized Users**" from the list on the right under "**My Profile Setup**"



- Click on the drop down arrow for "**Authorized User**"
- Enter the email address of the individual you wish to add as an authorized user