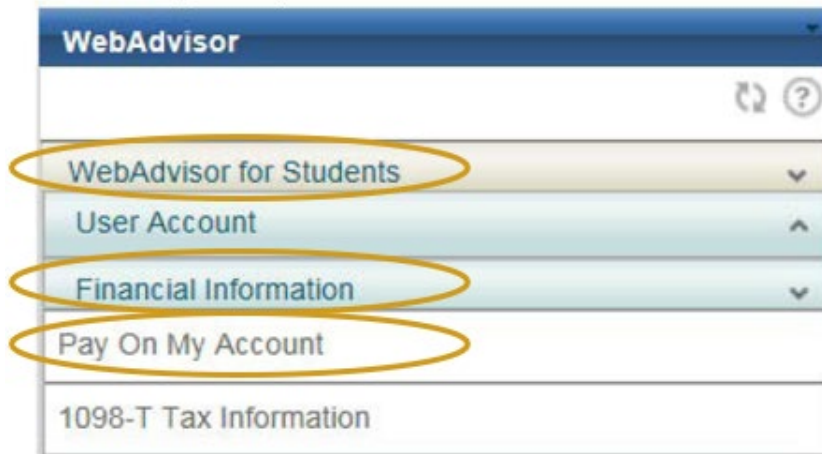


Authorized User Instructions

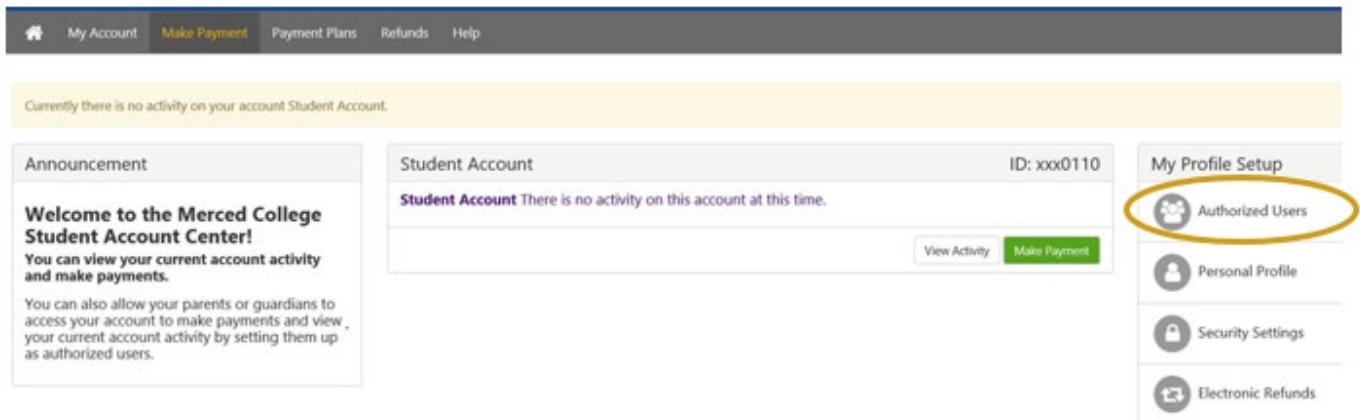
Our secure payment system will need to be accessed through Google Chrome or Internet Explorer. Please keep in mind that the site is not compatible with Safari web browser that comes on Apple products.

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.

1. Login to the [MC Portal](#)
2. In WebAdvisor for Students, select "Financial Information"
3. Select " Pay On My Account"



4. To connect to the Merced College Student Account Center, select "click here"
5. Select "Authorized Users"



6. Enter the authorized users email address, answer questions listed with "Yes" or "No" answer

Authorized Users

Authorized Users Add Authorized User

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.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?
Would you like to allow this person to view your payment history and account activity?

- Yes
- No
- Yes
- No

Cancel Continue

NOTE: Authorized user access does not replace the need for an [Authorization to Release Form](#) if the individual given access wants access to your account in-person or over the phone.