Instructions for Adding Authorized Users
1. Go to [www.onu.edu](http://www.onu.edu)
2. Click on Information for you
3. Click on Current Student
4. Click eBill
5. Enter Username and Password
6. Click on Authorized Users
7. Enter the e-mail address of the person you are giving authorization to
8. Select what information you would like to give the users access to (Authorized Users will only have access to the information you grant them access to. If you set up an Authorized User but do not click “Yes” next to all of the optional information to share, then the Authorized User will not be able to see that information anyway.)
9. Click Continue
10. Check the I Agree box
11. Click Continue
12. Once you receive this message, an e-mail will be sent to the e-mail address provided.
13. To add additional authorized users, click the Add Authorized User link and repeat the process.