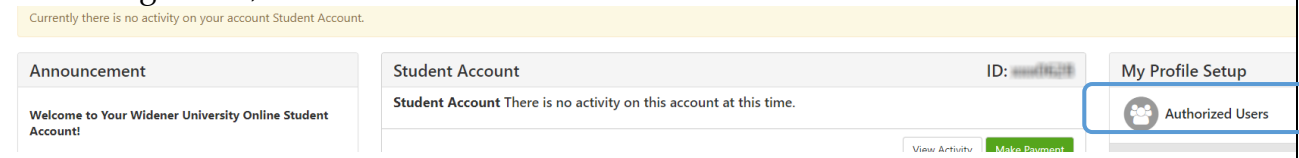
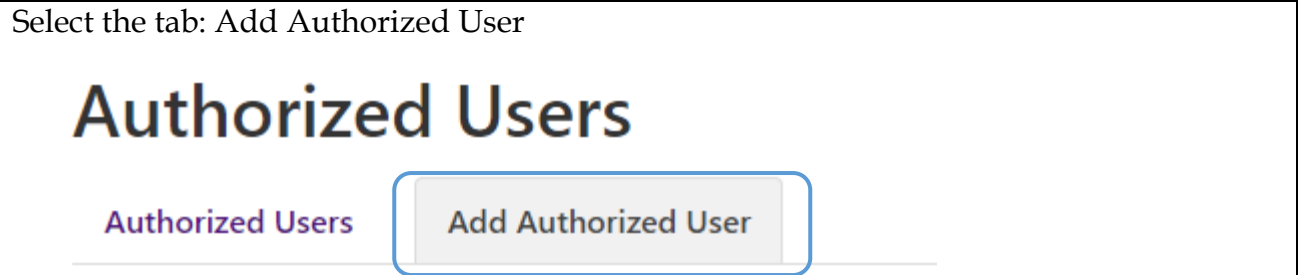
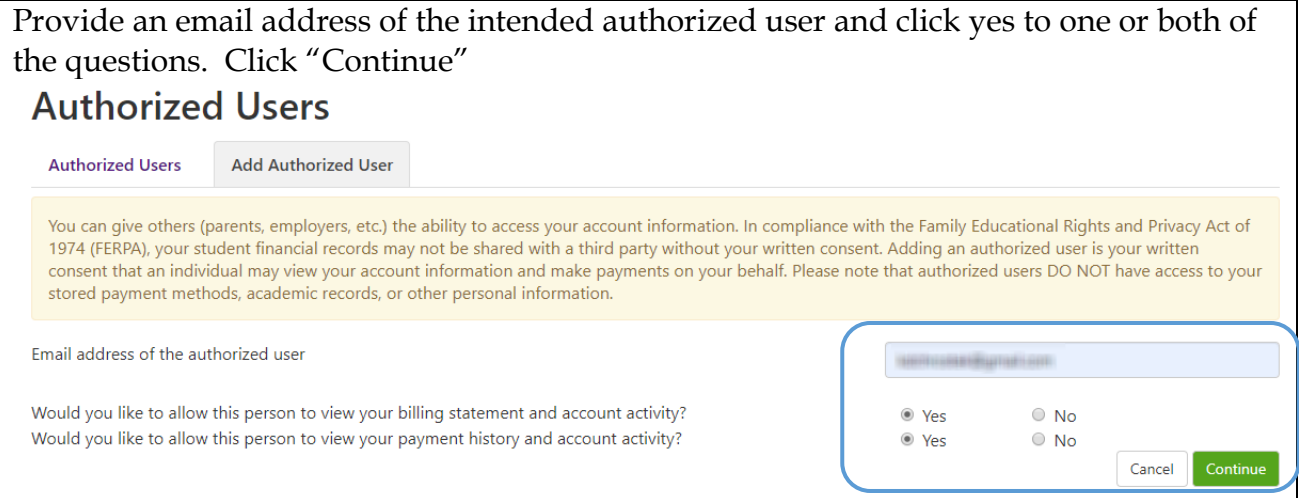


How to Assign an Authorized User to your Online Student Account

1	Go to my.widener.edu/mybill
2	On the right side, click Authorized Users 
3	Select the tab: Add Authorized User 
4	Provide an email address of the intended authorized user and click yes to one or both of the questions. Click "Continue" 

5 Complete the agreement by checking the box. Then click "Continue"

Agreement to Add Authorized User ×

I hereby authorize **Widener University** to grant [redacted]@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, June 11, 2019.

For fraud detection purposes, your internet address has been logged:

147.31.115.180 at 6/11/19 12:36:10 PM EDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

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

I Agree

6 Confirmation is provided to you here and via an email to your @widener.edu address. Your authorized user receives an email with instructions.

Authorized Users

Thank you. We have sent an e-mail to kdchrostek@gmail.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users Add Authorized User

Full name	Email address	Action
	[redacted]@gmail.com	

Enrollment Services – Public Office Pages

Bursar	http://widener.edu/bursaroffice
Campus1 Card	http://widener.edu/campus1cardoffice
Financial Aid Services	http://widener.edu/financialaidoffice
Registrar	http://widener.edu/registraroffice

enrollmentservices@widener.edu

610-499-4161