

Setup an Authorized User

On the home V-Bill page, click Authorized User

Click Add Authorized User

Enter the e-mail of the person you wish to add, answer the two questions regarding what access you are authorizing and click continue.

Confirm the agreement on the final page and you will receive a notice that you have created an authorized user and the person you set up will receive an email with instructions on how to create their personalized password.

The screenshot shows the Villanova University V-Bill system dashboard. At the top left is the Villanova University logo. On the right, it says "Logged in as:" followed by a user name and a "Logout" button. Below the logo is a navigation bar with links: Home, My Account, My Profile, Make Payment, Deposits, and Help. The main content area is divided into three columns. The left column is titled "Announcement" and contains a welcome message and instructions. The middle column is titled "Student Account" and shows account details: Balance (\$8,734.56), Estimated Financial Aid (\$7,500.00), and Balance including estimated aid (\$1,234.56). There are buttons for "View Activity" and "Make Payment". Below this is a "Statements" section with a "View Statement" button. The right column is titled "My Profile Setup" and contains links for "Authorized Users", "Personal Profile", "Payment Profile", and "Consents and Agreements".

This screenshot is similar to the one above, but it shows the user name "John W. McLaughlin" next to the "Logged in as:" text. The navigation bar and main content area are the same.

Authorized Users

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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

type in email address here

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

Yes No

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

Yes No

Cancel

Continue