

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](https://mc4me.mccd.edu) (<https://mc4me.mccd.edu>)
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**"

The screenshot shows the Merced College Student Account Center dashboard. At the top, there is a navigation bar with links for My Account, Make Payment, Payment Plans, Refunds, and Help. Below the navigation bar, a yellow banner states: "Currently there is no activity on your account Student Account." The main content area is divided into three sections: an announcement box on the left, a central account summary box, and a "My Profile Setup" sidebar on the right. The announcement box contains a welcome message and instructions on how to view account activity and make payments. The central account summary box shows the account ID as xxx0110 and a message stating "There is no activity on this account at this time." It includes buttons for "View Activity" and "Make Payment". The "My Profile Setup" sidebar contains links for "Authorized Users", "Personal Profile", "Security Settings", and "Electronic Refunds".

6. Enter the authorized users email address, answer questions listed with "yes" or "no" answer

The screenshot shows the "Authorized Users" setup page. At the top, there is a navigation bar with links for My Account, Make Payment, Payment Plans, Refunds, and Help. The main heading is "Authorized Users". Below the heading, there are two tabs: "Authorized Users" and "Add Authorized User". A yellow banner contains a disclaimer: "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." Below the banner, there is a text input field for "Email address of the authorized user". Underneath, there are two questions with radio button options: "Would you like to allow this person to view your billing statement and account activity?" and "Would you like to allow this person to view your payment history and account activity?". The first question has "Yes" selected. The second question has "Yes" selected. At the bottom right, there are "Cancel" and "Continue" buttons.