How to set up an Authorized User in UVAPay

1. Students, start by logging in to your SIS Student Center (www.virginia.edu/sis) and click on “UVAPay” in the Finances section. Note: parents and others can request access by logging in to the authorized user portal at https://virginia.onplanu.com/login.

2. Once in UVAPay, click on “Actions” in the upper right, and choose “Manage Authorized Users.” You should see the screen below, showing any Authorized Users previously established in UVAPay. Click “Add Authorized User” to add a new user.

3. On the resulting page, shown below, enter the information about your new user. There is no limit to how many Authorized Users you can have. Once you have entered all the information, double-checked it for accuracy, and clicked the box regarding your privacy rights, click “Create.”
4. That’s it! You will be taken back to the Manage Authorized Users page and your new user should be displayed in your list.

5. If you are done in UVAPay, protect your account by logging out and closing all browser windows for your session.