



## How to set up an Authorized User in UVAPay

1. Students, start by logging in to your SIS Student Center ([www.virginia.edu/sis](http://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.

		Name	Email	Relationship	Verified	Has Access
Edit   View Activity		Mom Scott	momscott@aol.com	Significant Other	No (Resend Link)	Yes, has access. Want to remove their access?
Edit   View Activity		Sister Scott	sisterscott@aol.com	Sibling	No (Resend Link)	Yes, has access. Want to remove their access?
Edit   View Activity		Brother Scott	brotherscott@aol.com	Friend	No (Resend Link)	Yes, has access. Want to remove their access?

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.”

