ALLOW SOMEONE ELSE TO VIEW & PAY YOUR E-BILL

FOR THE STUDENT:

Login to LawNet / PirateNet account (http://lawnet.shu.edu)
Click on “My Info” tab
Select “View and pay my account” within the “My Account” section
Click “Pay My Bill”

Under the “My Account” tab, click “Authorized Users”
Enter their email address and select the items you would like to provide access for:

i. Allow person to view billing statement Yes/No
ii. Allow person to view payment history Yes/No

Agree to terms. You may choose to print or click “Continue” again.
When you reach the confirmation page, you may click to add additional authorized users.

**PLEASE NOTE:**

Two e-mails will be sent to your authorized user. They will need these to log in to view and pay your accounts statements. **Be sure to remind them to check their e-mail for two messages from admin@shu.edu.**
FOR THE AUTHORIZED USER:

When a student grants you access, you will receive **TWO** e-mails. Please keep these handy for your first time logging in.

Email 1: You have been given access – Contains your user name
Email 2: Your access information – Contains your temporary password
Go to [http://www.shu.edu/parents/](http://www.shu.edu/parents/)
Locate the Billing and Payment section

Click “Please Proceed to the Payment Portal”
Under “Authorized Users,” enter your email and first-time password from the email “Your Access Information” and click Login:
Complete the authorized user profile setup and create a password you will remember.

**PLEASE NOTE:** Your password must be at least 7 characters and contain at least one number or special character.

You now have access as specified by the student.