

**To set up an Authorized User in PrinBill:**

- Get the email address of the Authorized User
- Sign in to **“BannerWeb”**
- Choose the option **“PrinBill”**
- Once you have opened your PrinBill account, choose the **“Authorized User”** tab and enter the email address of your authorized user
- Choose **“Continue”**, place a check in the box shown, and then choose **“I Agree”**
- PrinBill will send your Authorized User two emails; one with their User ID and one with their temporary password