

# How to Authorize Users on your Account

The screenshot shows the JNET homepage with a navigation bar at the top containing links like Home, Register, Paying for College, Academic Records, Academic Resources, Campus Resources, Library, and Tech Help. The main content area is divided into sections: 'My Account' with a 'My Account Summary' box showing an account balance of \$0.00 and a credit card icon circled in red; 'Luminis Announcements' with a dropdown menu set to 'All' and a 'Show Hidden' checkbox; and 'Events' with a list of news items from Javelina News, including 'Texas A&M-Kingsville faculty member receives international award' and 'Texas A&M-Kingsville students honored on President's List, Dean's List, Honor Roll'.

The screenshot shows the JNET navigation menu on the left side of the page. The menu items are: My Account (circled in red), Overview, Activity Details, Payment Plans, Make a Payment, Transactions, Statements, Help, and Sign Out. The Texas A&M Kingsville logo is visible at the top left of the menu.

The screenshot shows the 'Basic information' and 'Payment methods' sections of the account page. The 'Basic information' section has a 'Name' field. The 'Payment methods' section has an 'Add payment method' button. The 'Payers' section has a 'Send a payer invitation' button circled in red. The 'SMS notifications' section has a text input field and a pencil icon. The 'Privacy & terms' section is at the bottom.

The screenshot shows the 'Payer Invitation' form. It has a 'Payer information' section with fields for 'First name', 'Last name', 'Email address', and 'Confirm email address'. Below that is a 'Payer access' section with a checkbox for 'Allow access to statements' and a 'Message to payer' text area. At the bottom are 'Cancel' and 'Send invitation' buttons.

1. Log into JNET
2. In the box with "My Account" select the Credit Card icon to the right of your balance.
3. In the column to the left select "My Account". Then select "Send a payer invitation".
4. Fill out the Payer Information to the right of your screen, when done click "Send Invitation".
5. Authorized User will receive an email with a temporary password to create account