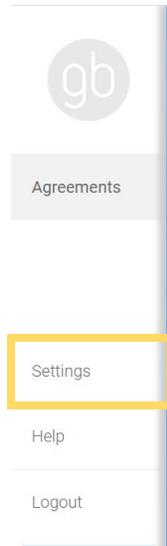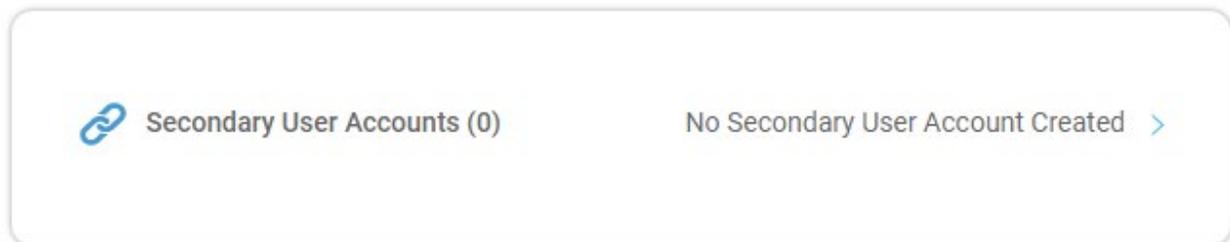## How to Add a Secondary User:
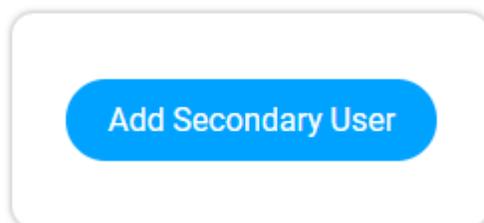
1. From your **Dashboard,** click on **Settings**

2. Click on **Secondary User Accounts**

3. Click on **Add Secondary User**

4. Enter in the **Secondary User's** information in the fields provided

billhighway℠

Create Secondary User   ✕

Secondary User's First Name

Secondary User's Last Name

Secondary User's Email Address

Secondary User's Phone Number

0000000000

Message (Optional)

You are receiving this because you've been added as a secondary user for a student's GreekBill account. This allows you to make payments on behalf of this student to their chapter.

Note: You may send an optional, custom message to the secondary user to let them know why they're receiving a GreekBill account.

5. Select **Yes** for the Secondary User to **Receive Email Notifications.** (If you do not select Yes, the secondary user will not receive an email notification that there is an agreement that needs to be signed)

Receive email notifications?

Yes   No

A temporary password and login instructions will be emailed to the account you are creating.

By creating a seconday user account for this person, you are authorizing GreekBill to release information about your account to this person and you are authorizing this person to access and make payments toward your account.

Cancel   Apply

6. Click **Apply** when finished

Once you have successfully added a **Secondary User**, they will receive an email notification, providing them with a temporary password along with login instructions on how to log into their account as a first time user. You may add as many **Secondary Users** account as you'd like, so feel free to use this feature if you have more than one guardian who is requesting access.