**REMINDER TO SET UP AUTHORIZED USERS – 8.07.23**

Dear :

We've noticed that you have a balance due for the current semester, but you don't have any Authorized Users set up on your account. If a parent or other responsible party is helping pay for your university expenses, they'll need to be set up as an Authorized User so that they receive notifications about your student account.

Setting someone up as an Authorized User will include them on all statement emails, give them access to the tax information at the end of the year, and gives the University Business Office permission to talk with them in detail about your account any time they contact our office.  If you would like to give someone this access, please follow the directions below.

**To set up an Authorized User (Payer) in M3**

To add someone as an Authorized User/Payer in M3, please

* Log in to your MyMadison
* Select the Student Center
* Scroll to the Finances Section
* Select M3 - My Student Account
* Once you are in M3, select My Account from the menu on the left and then "Send a Payer Invitation."

Should you have any questions, please contact our office.

University Business Office

540-568-6505

[www.jmu.edu/ubo/](https://nam10.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.jmu.edu%2Fubo%2F&data=05%7C01%7Cdublerwk%40jmu.edu%7C6ff2beb62e9444664a0608db935eff2b%7Ce9333c23cac742f499895cee3d4a79c0%7C0%7C0%7C638265808456387001%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Rk1bbqAeee%2F6%2BE5bz9ioZnpWY4lKdPP3MENmPw7SlmU%3D&reserved=0)

[ubo@jmu.edu](mailto:ubo@jmu.edu)