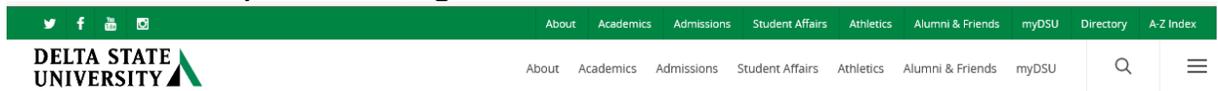


# DELTA STATE UNIVERSITY

## Student Business Services

### How to Add an Authorized User

- Go to the Delta State University homepage at ([www.deltastate.edu](http://www.deltastate.edu)).
- Click on the myDSU tab (right-hand corner).



- Click Login from the myDSU Portal.



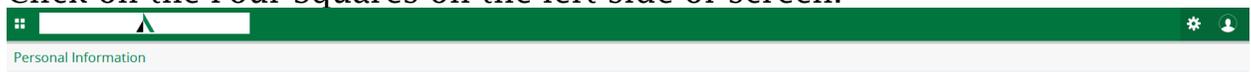
- Please read the “Welcome to MyDSU Portal!” note in order to sign in. Then Sign In.



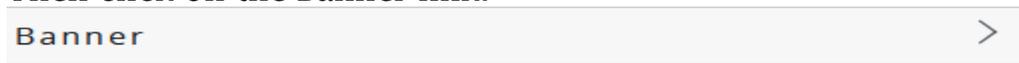
- Once Signed in, click on the DSU Online Services link under the My Apps page.



- Click on the Four Squares on the left side of screen.



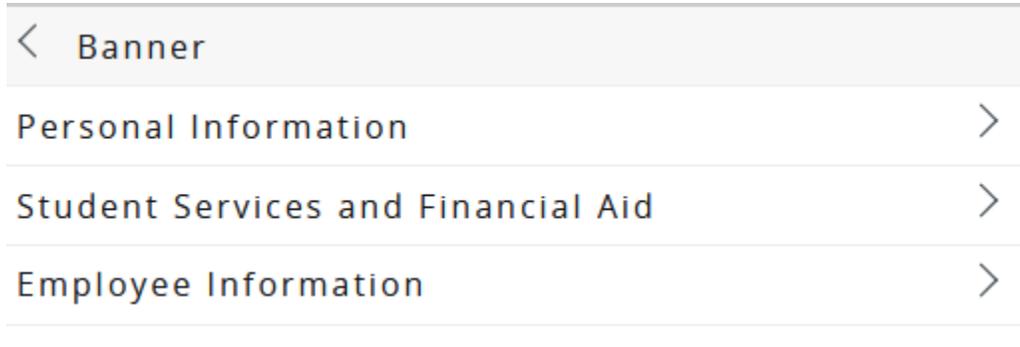
- Then click on the Banner link.



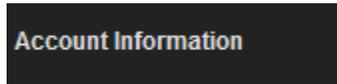
# DELTA STATE UNIVERSITY

## Student Business Services

- Click the Student Services and Financial Aid link twice.



- Click on the Account Information.

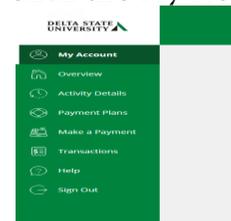


- Click the "Pay Now" link.

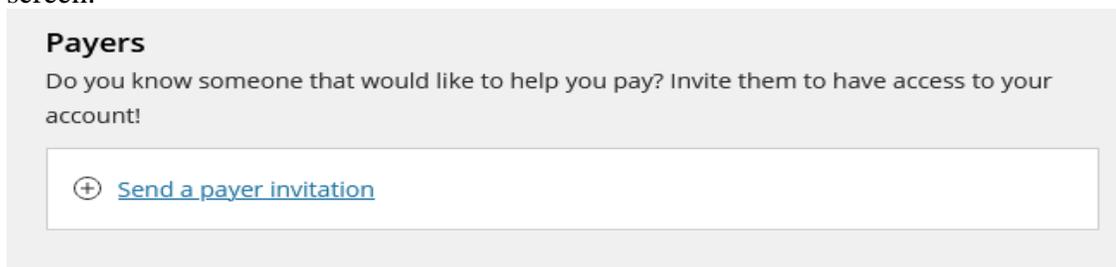


**Note: A pop-up blocker may stop the process of going to the next page. Please try disabling the pop blocker on your device, try another browser or try clearing your browser history/cookies.**

- Click the My Account link on the top left side of the screen.



- Click on the "Send a payer invitation" link under the Payers section in the middle of the screen.



# DELTA STATE UNIVERSITY

## Student Business Services

- Enter required information listed on the right side of the screen under Payer Invitation.



The screenshot shows a mobile application interface for 'My Account' with a 'Payer Invitation' screen. The form is titled 'Payer information' and contains the following fields:

- First name
- Last name
- Email address
- Confirm email address
- Message to payer (with a note: 'Maximum 250 characters')

At the bottom of the form, there are two buttons: 'Cancel' and 'Send Invitation'.

- Once completed select send invitation at the bottom of the screen. You will receive a confirmation. If you want to add another person, click invite another person. If not, exit the screen by selecting close at the bottom.