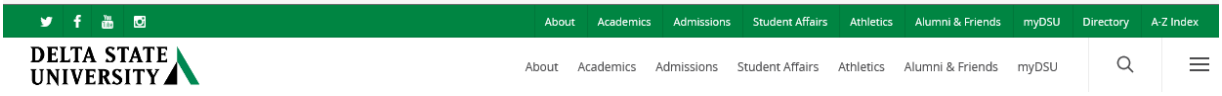
Student Business Services

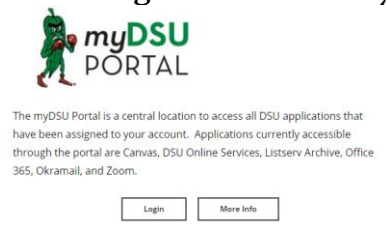
How to Add an Authorized User

- Go to the Delta State University homepage at (www.deltastate.edu).

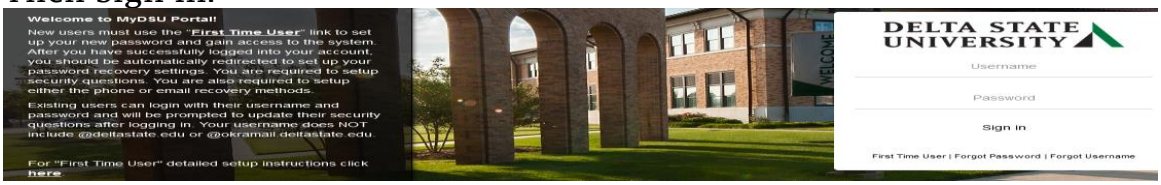
- Click on the myDSU tab (right-hand corner).



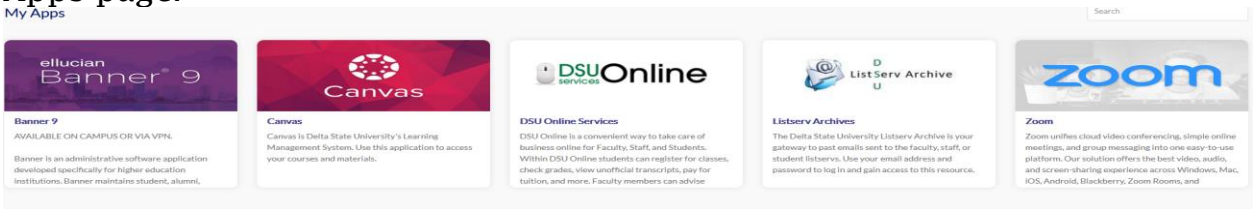
- Click Login from the myDSU Portal.



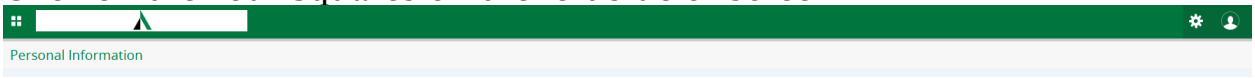
- Please read the "Welcome to MyDSU Portal!" note in order to sign in. Then Sign In.



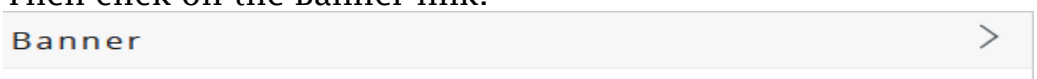
- Once Signed in, click on the DSU Online Services link under the My Apps page.



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



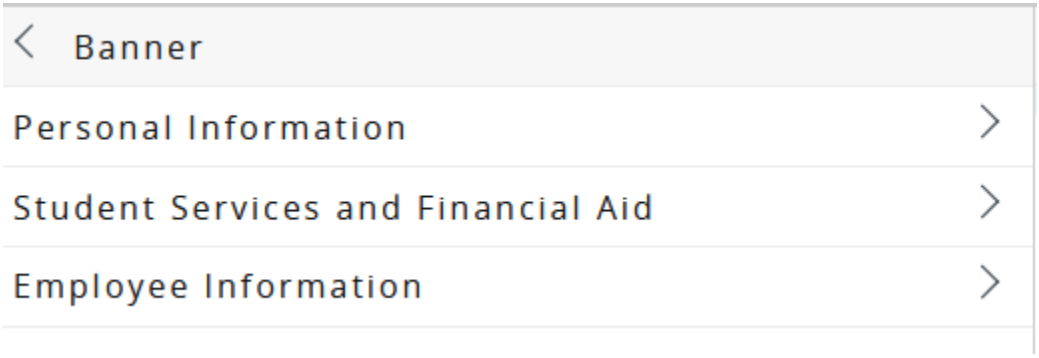
- Then click on the Banner link.



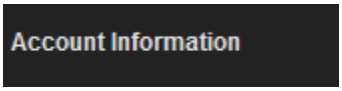
DELTA STATE UNIVERSITY

Student Business Services

- Click the Student Services and Financial Aid link twice.



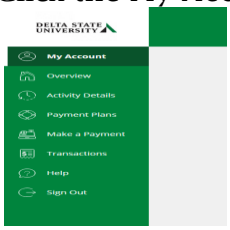
- Click on the Account Information.



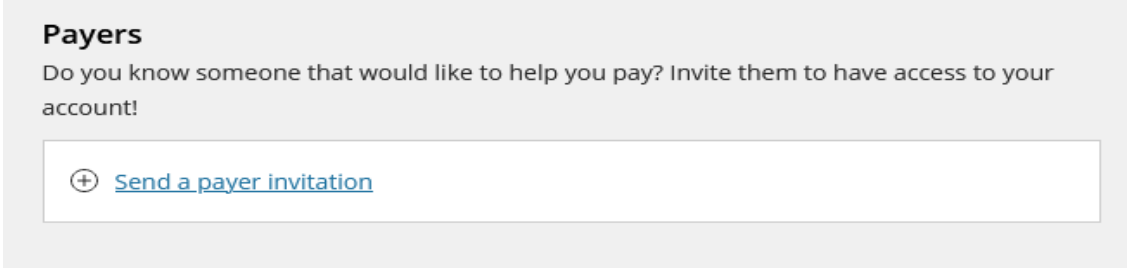
- Click the "Pay Now" link.

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.



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