How To Set Up an Authorized User

Log in to GoldLink

1. Link to your GoldLink account

![Login page](image)

1. User Name
2. Password
3. Log in
1. Select **Financial Aid & Billing** tab
2. Select **Student Bill Inquiry and Payment Options**

Notification that you are leaving Missouri Western State University Web site and will be redirecting to a secure Web site.

1. Select **I Agree**
Set Up an Authorized User(s)

1. **My Account**
2. **Authorized Users**
3. Enter the email address of the person you wish to make an authorized user
4. Select what you wish the authorized user to be allowed to do
5. **Continue**

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**Agreement to Add Authorized User**

1. Read the agreement
2. **Check I Agree**
3. **Continue**
NOTE: You may have multiple Authorized users. Complete process to add additional user.

1. Add additional Authorized Users