Creating New Authorized User Access on eBill

Beginning July 1, 2010 paper bills will no longer be sent to students and their families. Students will receive notifications in their Hope College email accounts that they can view their Hope College eBill online. Parents, families and other trusted individuals are not automatically setup to receive these notifications or have access to the eBill payment site. These instructions explain how to create access for “authorized users”.

SETTING UP ACCESS

1. Log in to KnowHope Plus (http://plus.hope.edu) with your student User ID and PIN.
2. Click on **Registrar and Student Accounts**.

3. Click on **Student Accounts**

4. Click on **Online Bill and Payment**.

A new window will open.
5. Scroll to the section for **Authorized Users**. Click **Add New**.

6. Enter the form information, assigning a name for the Authorized User and entering the email address. **Note:** The Authorized User name can contain letters and/or numbers. Click **OK**.

The entered email address will receive an email with instructions for logging in, making payments and managing other settings. Authorized Users will not have access to other portions of KnowHope Plus (grades, registration, time card information, etc.)