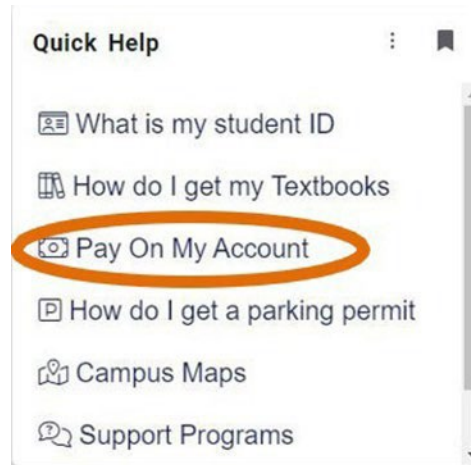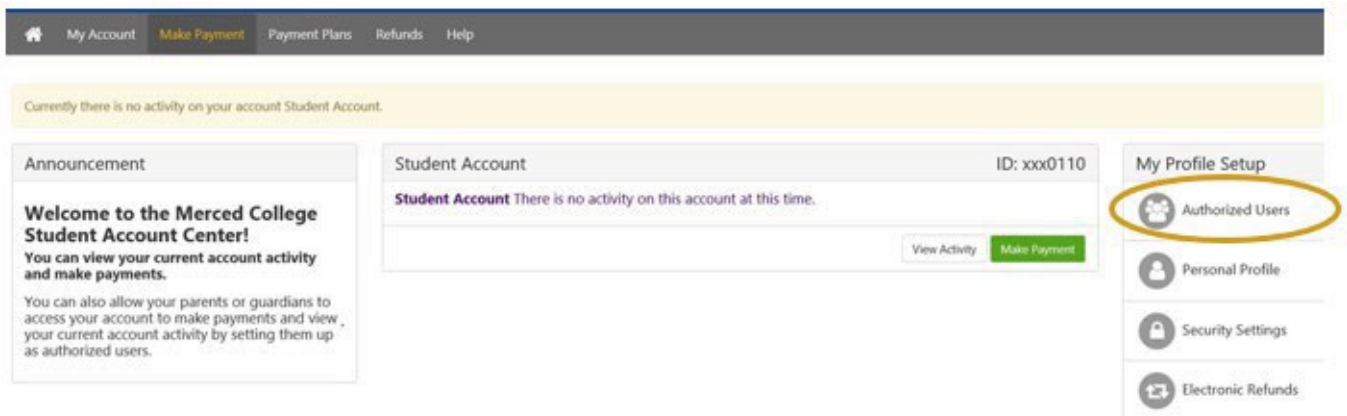# Authorized User Instructions

You have the ability to give others (parents, spouses, employers, etc.) access to your account information. By adding an authorized user, you are providing written consent for an individual to view your account online.

1. Login to the MC Portal.
2. Once in the MC Portal, find the "Quick Help" card.
3. Select "Pay On My Account".

4. You will be connected to the TouchNet Account Center. Click on "Authorized Users".

5. Enter the authorized user's email address and answer "Yes" or "No" to the questions listed.

NOTE: Authorized user access does not replace the need for an Authorization to Release Information Form if the authorized user wants access to your account in-person or over the phone.