How to Delete an Authorized e-Bill User Online

✓ Visit: my.hofstra.edu
✓ Log in with your Network ID and password
✓ Read the FERPA agreement, and click “OK” if you agree
✓ Click on the “Student” tab from the top menu
✓ Scroll down and select “Payment Center” from left menu
✓ Scroll down and click grey box: “My Payment Center”
✓ At top of screen, click on “Authorized Users”
✓ Click on the red X below “Actions” tab to the right of authorized user’s email address

Please Note: If you wish to re-do an authorization to obtain a lost/forgotten password, please refer to the “How to Add an Authorized e-Bill User” directions at: www.hofstra.edu/SFSHowTo