



## 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](http://www.hofstra.edu/SFSHowTo)**