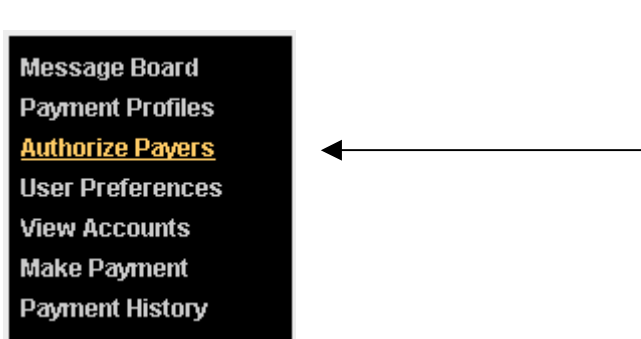


## DEAC – Deacon Electronic Account Center

Instructions: How to Allow Parents and Other Authorized Users Access to DEAC

Students must log into DEAC through WIN. Each student will have a menu on the left-hand side of the screen. Click on 'Authorize Payers'.



Once the 'Authorized Payer' screen appears click on the 'Add New' button. You can add up to five (5) authorized payers.

**Add New**

The 'Add Authorized Payer' screen will contain four fields that need to be populated

1. Name – the name of the person you are authorizing to access your account
2. Create Login Name – a unique user name
3. Password – the payer's password
4. Confirm Password: re-enter the password

Note that the Password and Login Name must be at least six (6) characters long and can only use letters and digits.

Name:	<input type="text"/>
Create Login Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

Click 'Add'.

You will now see the authorized payer's setup on the 'Authorized Payers' screen.