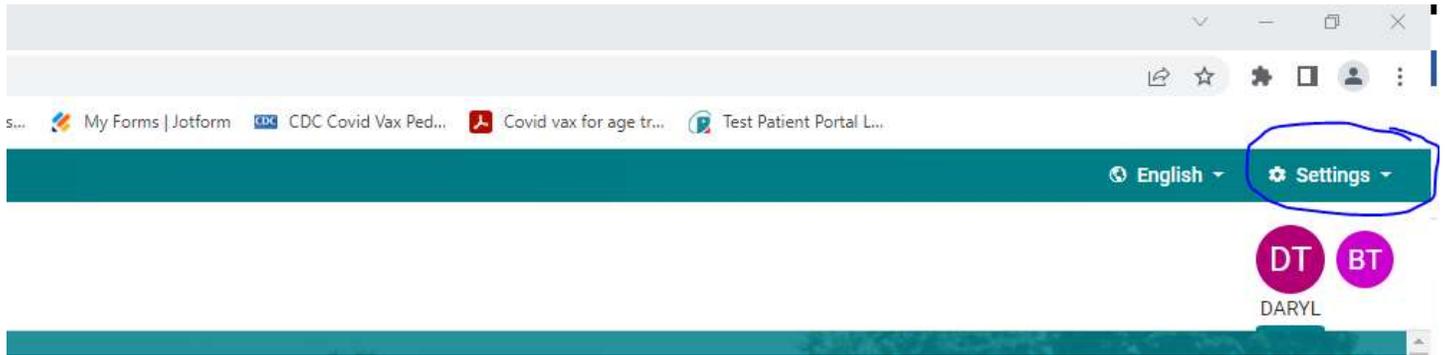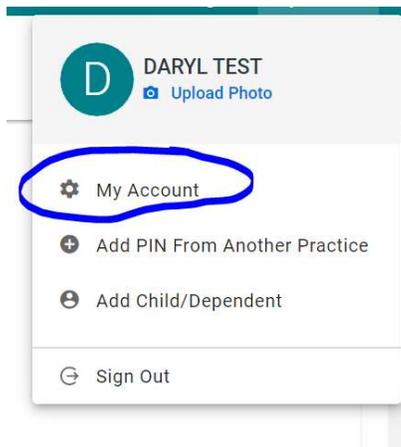# Adding a Parent from a Child's Account When the Child is Over 18.
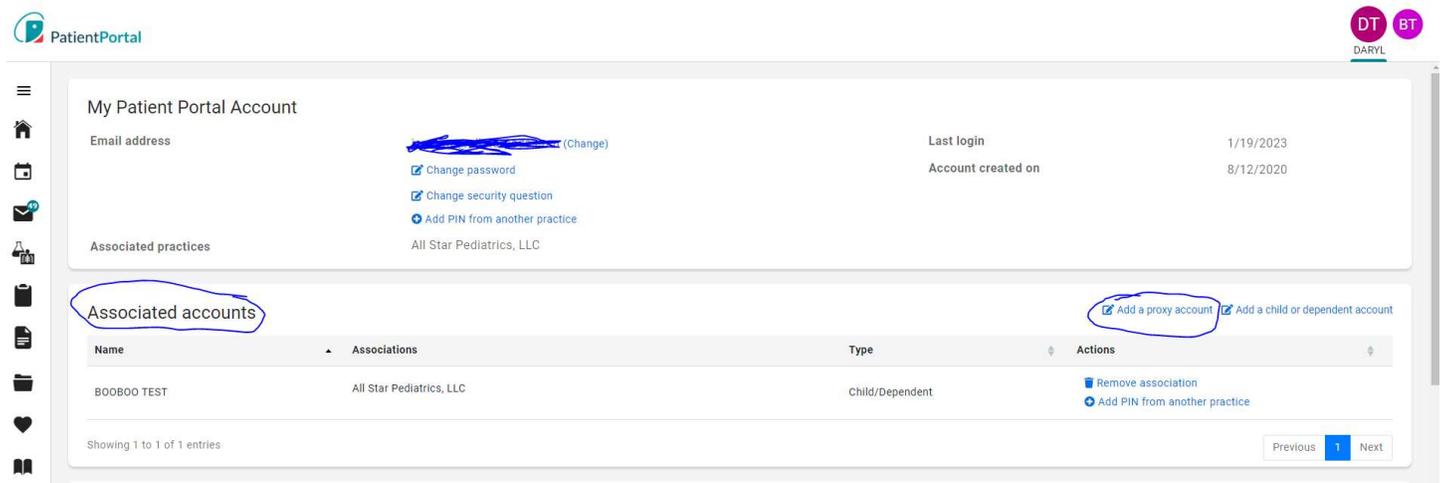
The child will go into their portal and choose Settings in the upper right corner.

Then Choose My Account

Look in the Associated Accounts section of the screen and click Add a proxy account

Fill in the Proxy Authorization Form. You will have a choice to limit the amount of time for the person receiving proxy access if you so choose. The system will send an email to the email you provided in the form. The recipient can then follow the directions provided to gain access to the account.

Proxy Authorization Form

Proxy authorization allows you to grant permission to an individual who is 18 years of age or older to securely communicate on your behalf. In order for a proxy to obtain access, you must complete the Proxy Authorization Form.

You can terminate proxy access via written or online request, or you can revoke access within your online account. To only allow access for a specific time range, you may enter an effective date in the field provided below.

Proxy Information

First Name		Last Name	
Gender	● Male ○ Female		
Date of Birth	Month ⌄ Day ⌄ Year ⌄		
Cell Phone		This number will be used for account security. Message and data rates may apply.	
Email			
Relationship	- Select - ⌄		
Proxy End Date		OPTIONAL	