

## **“AUTHORIZED USERS”: SOMETHING TO THINK ABOUT!**

As a retired WMU faculty member, you retain access to your online Faculty/Staff Home - GoWMU account. The GoWMU account provides you with information about WMU, links you to your email account, links you for parking registration, AND provides your Payment and Account Information.

Your Payment and Account Information is where you receive your online WMU healthcare\_billing notice and where you can pay it online.

You may find it useful to have your spouse/dependents and a key financial person to become “Authorized Users” for your Payment and Account Information. They can then access your Payment and Billing Account. It is an easy process to add “Authorized Users” to your account (see below).

Your Bronco Net ID discontinues upon your death, but your “Payment and Account Information” account will remain open to your “Authorized Users”. This could be important to your spouse/dependents, especially if they remain on the WMU Healthcare Plan. This could also be important if you were determined mentally incompetent due to dementia.

### **SETTING-UP AUTHORIZED USERS (you can have several)**

1. Log-in to your GoWMU account
2. Select Payment and Account Information
3. Hover over My Account
4. Select the Authorized Users tab
5. Click on Add Authorized User
6. Type in the email address of each person you want to add as an Authorized User
7. Check Yes or No on the information you want each Authorized User to have access to
8. Click continue
9. Read the On-Screen agreement, check the Agree box, then click Continue
10. Once completed, you will receive the following message: “Thank you. We have sent an email notification to this person.”
11. Your Authorized User(s) receives 2 emails. The first provides instructions on entering their profile information. The second provides a temporary password which they will use to establish a permanent password.
12. They will then be able to access your billing information account through <https://wapps.wmich.edu/authuser> and by clicking on the first box Current Authorized Users.

Information provided by WMU Accounts Receivable

Contact them at: (269)387-4141 or send email to [wmu-billing@wmich.edu](mailto:wmu-billing@wmich.edu)

Or Michelle Loedeman (Asst Director Accounts Receivable) at [michelle.loedeman@wmich.edu](mailto:michelle.loedeman@wmich.edu)

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