Step 1: Invite a Contact to Use MPS & Manage Access

To allow a contact to access some of your student information, including the ability to make student account payments in MPS, select **Family & Friends** under the **My Info** tab in SIO.
Add new contacts by clicking the red **Add Family or Friend** button.

Click the **Manage MPS** button to invite your contact to use MPS, to change/update what your contact can view in MPS, or to revoke MPS access.

If you’re providing a contact with MPS access for the first time, type in your contact’s email address and an invitation will be sent to your contact with MPS registration and log-in instructions.

Authorize a contact to access MPS by checking the box beside **I authorize access to My Plaid Student**. You may revoke a contact’s MPS access at any time by returning to your SIO Family & Friends screen and clicking the Manage Access button.

In order to provide your contact with access to MPS Pay Online, be sure to check the box next to **View Student Account Information and Make Payments**. This will allow your contact to make payments to your student account. Your contact will also be able to view your Student Account Invoices and Student Account Activity.
Read the Terms & Conditions and check the box to acknowledge and agree. Then click Submit.
Step 2: View MPS Access permissions

If your contact received the MPS invite email and completed the registration process, you will see **ACCEPTED: MPS Access**. If an invitation was sent but your contact did not complete the registration process, you will see **PENDING: MPS Access**. Items that you enable your contact to access in MPS will be marked with a green checkmark.
Step 3: View MPS Bank Accounts

If you provided your contact with payment access in MPS, then the bank account(s) that your contact added will be displayed on your Bank Account List screen.

Your contact may allow you to use a bank account that they added in MPS to make payments and/or receive refunds. If those accounts are listed here, then you may select one of them as a default payment and/or refund account. Remember to click the Save button if you select the default payment and/or refund account.

Step 4: View MPS Bank Account Activity

View scheduled, pending and completed payments and refunds, including payments initiated by a contact in MPS on the Bank Account Activity screen.