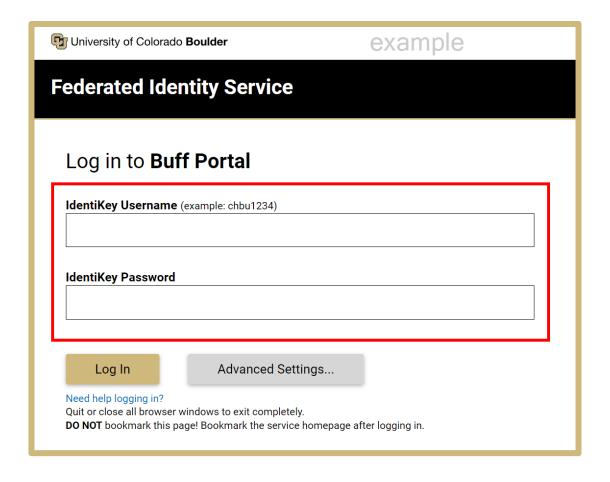
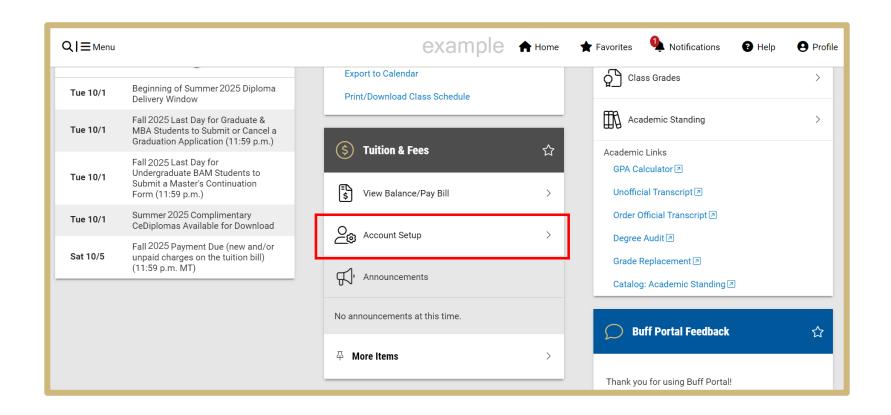
# How to authorize payers and grant access to CUBill&Pay

- CUBill&Pay access allows parents or family members to view the tuition bill and recent account activity; to pay online; to enroll in payment plans; and discuss the bill with the Bursar's Office over the phone and in person after identity verification.
- Access is granted by each student. If more than one student per family attends CU Boulder, then each student must give access for their individual bill.
- No paper bills are mailed. Bills are only online.
- Up to five people can be authorized as payers.
- Authorized payers can be anyone: parents, guardians, spouses, family members, etc.
- Students and authorized payers will receive an email when the bill is available online (around the second Thursday of each month).
- If a third, non-related party is helping pay the bill on a student's behalf (e.g., military, countries sponsoring international students), then see <a href="3rd Party Sponsorships">3rd Party Sponsorships</a>.

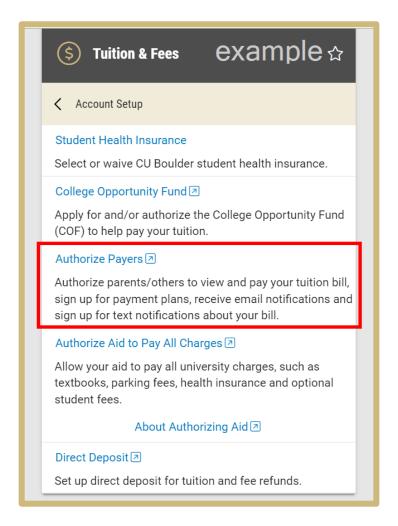
### Step 1: Students log in to <a href="Buff Portal">Buff Portal</a> (buffportal.colorado.edu)



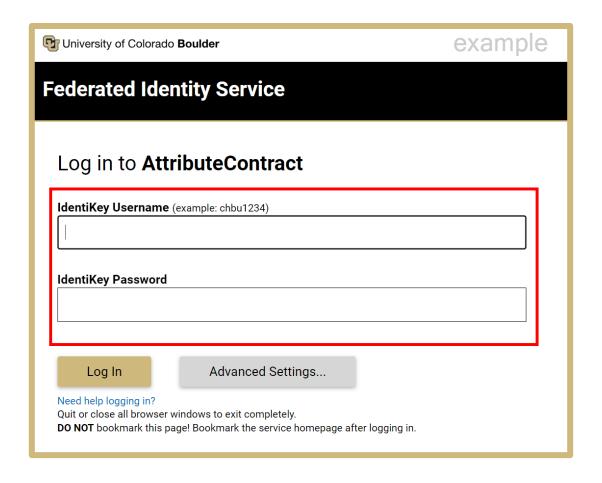
## Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Account Setup**.



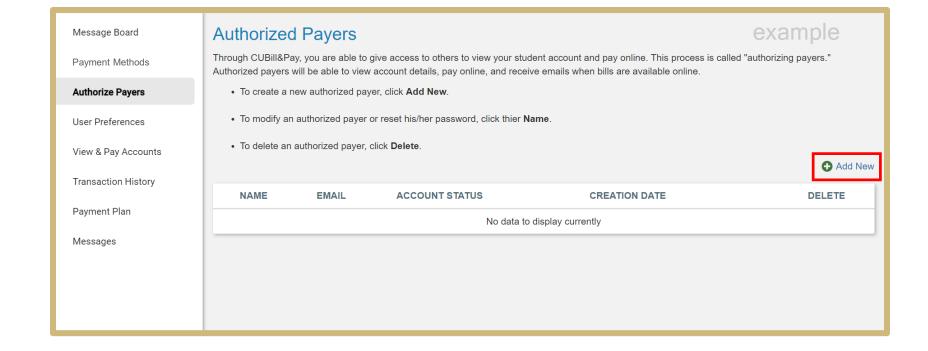
#### Step 3: Click Authorize Payers.



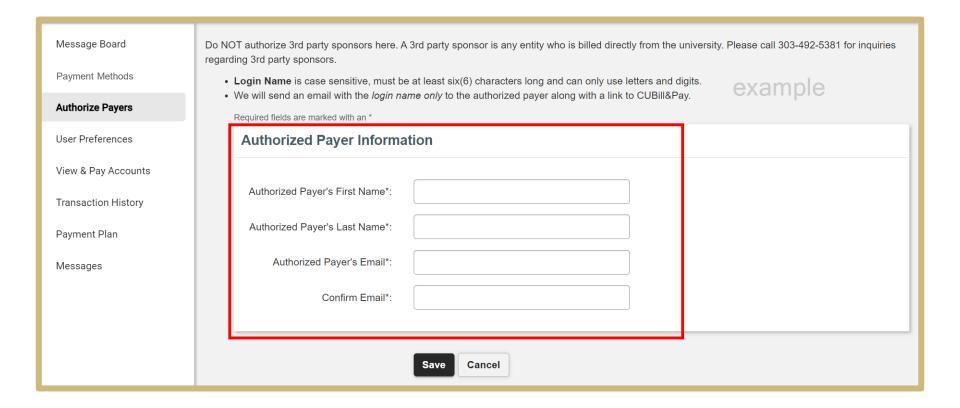
#### Step 4: Log in to AttributeContract.



#### Step 5: Click Add New.



#### Step 6: Enter your authorized payer's name and email address. Click **Save**.



Step 7: An email will be sent to the authorized payer's email address that you entered. They will then be prompted to set a password. You can add up to five authorized payers (click **Add New**). You can delete them at any time. They will be notified by email when their status changes.

