

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 [3rd Party Sponsorships](#).



Step 1: Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu)

University of Colorado Boulder example

Federated Identity Service

Log in to Buff Portal

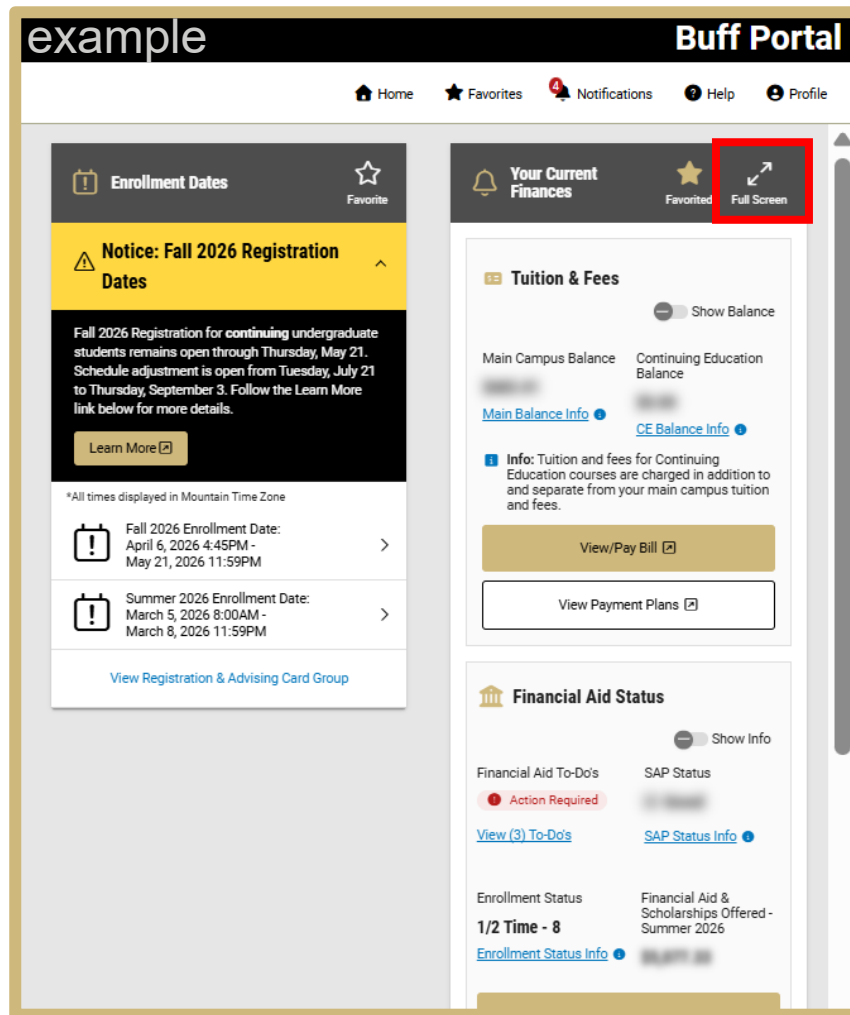
IdentiKey Username (example: chbu1234)

IdentiKey Password

[Log In](#) [Advanced Settings...](#)

[Need help logging in?](#)
Quit or close all browser windows to exit completely.
DO NOT bookmark this page! Bookmark the service homepage after logging in.

Step 2: Locate the Your Current Finances card. It will be on the main Buff Portal page. If you are on the mobile view, skip to step 3. If you are on the desktop view, click **Full Screen**.

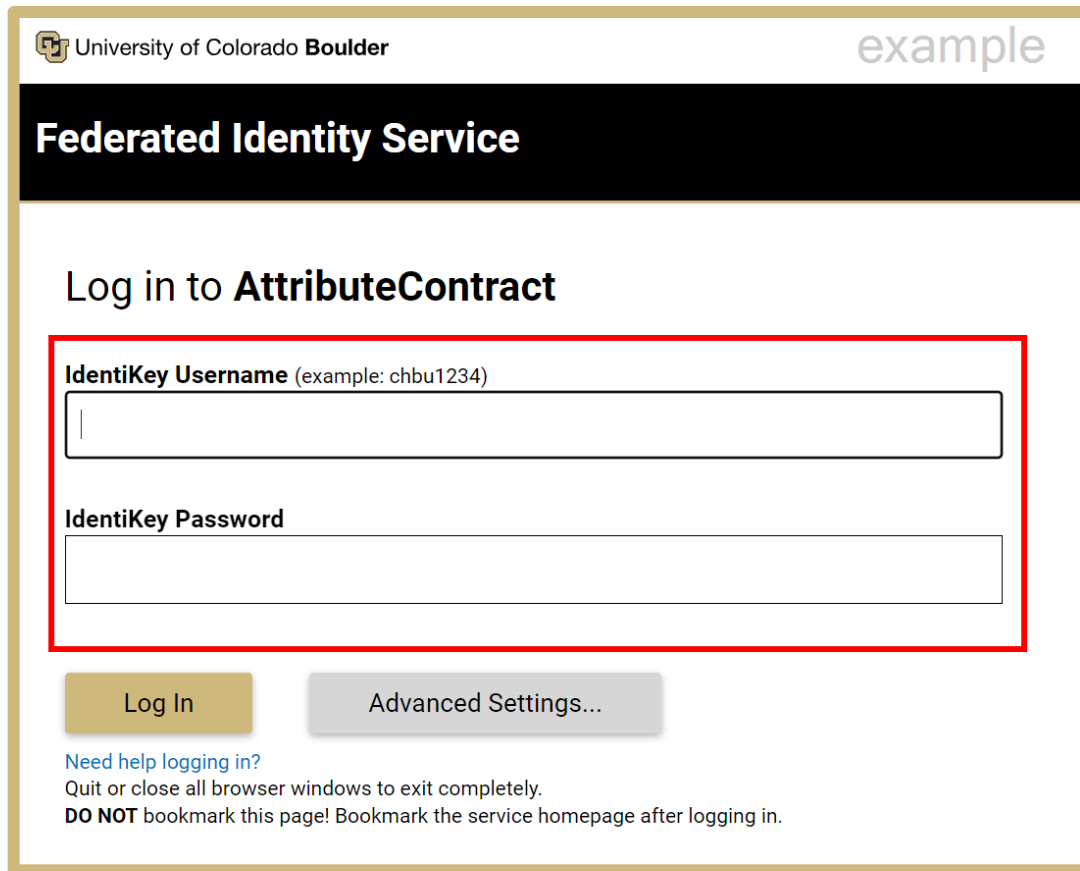


Step 3: Scroll down to Account Setup and click **Add/Edit Authorized Payers**.

The screenshot shows a mobile application interface for "Your Current Finances". At the top, there is a dark header with a back arrow on the left, the title "Your Current Finances" in the center, and the word "example" on the right. Below the header, the "Account Setup" section is displayed. It contains three main areas:

- College Opportunity Fund (COF)**: A section indicating that the COF selection is complete. It includes a "Status" indicator with a green checkmark and the word "Complete". A link "View your COF Information" is provided.
- Authorize Payer**: A section explaining that authorized payers can view and pay tuition bills. It features a button "Add/Edit Authorized Payers" which is highlighted with a red rectangular box. Another link "About Authorized Payers" is also present.
- Direct Deposit for Tuition and Fee Refunds**: A section indicating that direct deposit setup is incomplete. It includes a "Status" indicator with a red exclamation mark and the word "Incomplete". A button "Set Up/Edit Direct Deposit" is visible.

Step 4: Log in to AttributeContract.



The screenshot shows a web page for the University of Colorado Boulder. At the top left is the university logo and name, and at the top right is the word "example". Below this is a black header with the text "Federated Identity Service" in white. The main content area has the heading "Log in to AttributeContract". Below the heading is a red-bordered box containing two input fields: "IdentiKey Username (example: chbu1234)" and "IdentiKey Password". Below these fields are two buttons: "Log In" (highlighted in gold) and "Advanced Settings..." (greyed out). At the bottom of the form area, there is a link "Need help logging in?" and a warning: "Quit or close all browser windows to exit completely. DO NOT bookmark this page! Bookmark the service homepage after logging in."

University of Colorado Boulder example

Federated Identity Service

Log in to AttributeContract

IdentiKey Username (example: chbu1234)

IdentiKey Password

Log In Advanced Settings...

[Need help logging in?](#)
Quit or close all browser windows to exit completely.
DO NOT bookmark this page! Bookmark the service homepage after logging in.

Step 5: Click **Add New**.

Message Board

Payment Methods

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Authorized Payers example

Through CUBill&Pay, you are able to give access to others to view your student account and pay online. This process is called "authorizing payers." Authorized payers will be able to view account details, pay online, and receive emails when bills are available online.

- To create a new authorized payer, click **Add New**.
- To modify an authorized payer or reset his/her password, click thier **Name**.
- To delete an authorized payer, click **Delete**.

[+ Add New](#)

NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
No data to display currently				

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

Message Board

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Do NOT authorize 3rd party sponsors here. A 3rd party sponsor is any entity who is billed directly from the university. Please call 303-492-5381 for inquiries regarding 3rd party sponsors.

- **Login Name** is case sensitive, must be at least six(6) characters long and can only use letters and digits.
- We will send an email with the *login name only* to the authorized payer along with a link to CUBill&Pay.

Required fields are marked with an *

Authorized Payer Information

Authorized Payer's First Name*:

Authorized Payer's Last Name*:

Authorized Payer's Email*:

Confirm Email*:

Save Cancel

example

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.

Authorized Payers example

Through CUBill&Pay, you are able to give access to others to view your student account and pay online. This process is called "authorizing payers." Authorized payers will be able to view account details, pay online, and receive emails when bills are available online.

- To create a new authorized payer, click **Add New**.
- To modify an authorized payer or reset his/her password, click thier **Name**.
- To delete an authorized payer, click **Delete**.

The authorized payer has been created and notified by email.

[+ Add New](#)

NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
Ralphie Buffalo, Sr.		Pending	10/15/2025	Resend Invite