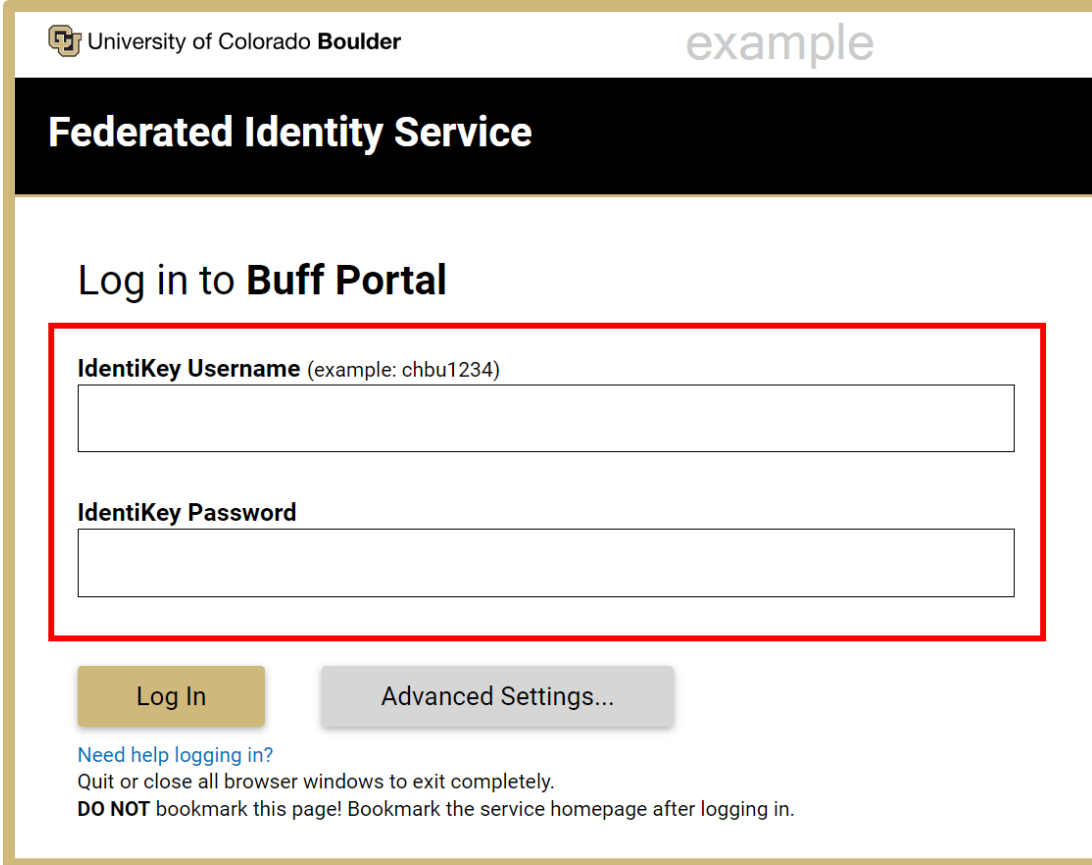


How to authorize payers and grant access to CUBill&Pay

- CUBill&Pay access allows parents or family members to view the tuition bill and recent account activity; pay online; 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.
- Students and authorized payers will receive an email when the bill is available online, around the second Thursday of each month.
- Authorized payers can be anyone: parents, guardians, spouses, family members, etc.
- Authorized payers don't have to be related to you. However, if a third party is helping pay the bill on your 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: If you don't see the Tuition & Fees card right away on the main view, go to the search field on the left and type "tuition," then click **Tuition & Fees**.

The screenshot shows the Buff Portal interface. At the top left, the University of Colorado Boulder logo and name are visible. The main header includes the text "example" and navigation links for Admin, Home, Favorites, Notifications, Help, and Profile. A search field on the left is highlighted with a red box, containing the text "tuition". Below the search field, a list of cards is shown, with the "Tuition & Fees" card highlighted by a red box. The main content area displays several cards: "Holds & To-Do's" (0 Holds, 7 To-Do's), "Your Classes" (Spring 2025, No information available), and "Enrollment Dates" (You currently have no assigned enrollment dates for Spring 2025 classes). On the right side, there is a "Class Schedule" section for Spring 2025, showing a calendar for January 13-17. The calendar table is as follows:

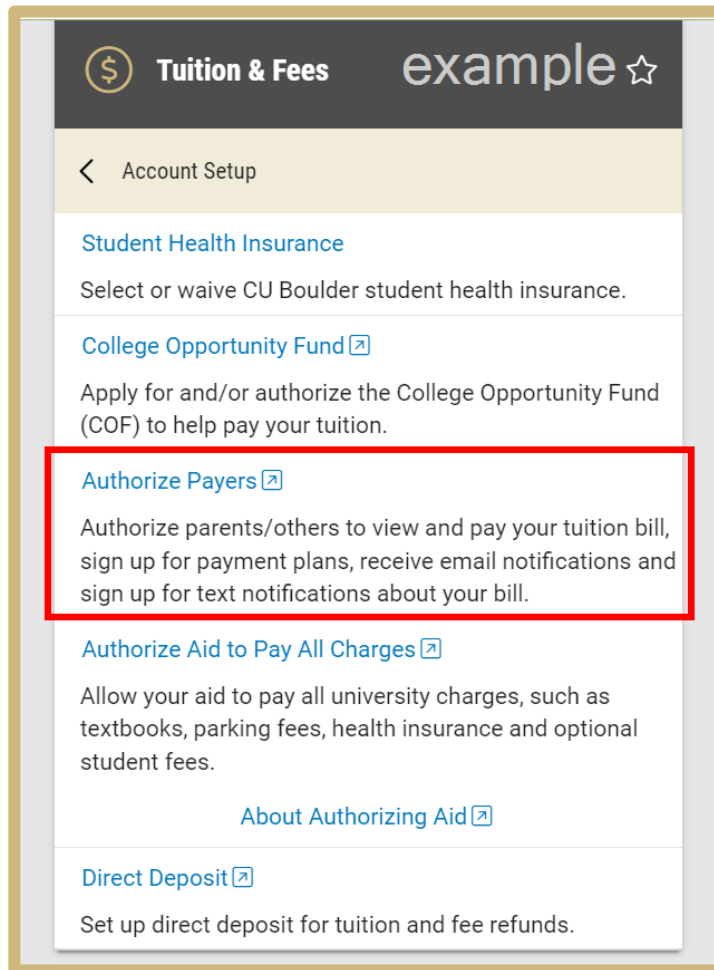
	Mon 1/13	Tue 1/14	Wed 1/15	Thu 1/16	Fri 1/17
Other	Term Start: Spring 2025				
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					
3 PM					

Step 3: Click **Account Setup**.

The screenshot shows a student portal dashboard with the following layout:

- Header:** Search icon, Menu icon, "example" logo, Home icon, Favorites icon, Notifications icon (with a red badge), Help icon, Profile icon.
- Left Column (Calendar):**
 - Tue 10/1: Beginning of Summer 2024 Diploma Delivery Window
 - Tue 10/1: Fall 2024 Last Day for Graduate & MBA Students to Submit or Cancel a Graduation Application (11:59 p.m.)
 - Tue 10/1: Fall 2024 Last Day for Undergraduate BAM Students to Submit a Master's Continuation Form (11:59 p.m.)
 - Tue 10/1: Summer 2024 Complimentary CeDiplomas Available for Download
 - Sat 10/5: Fall 2024 Payment Due (new and/or unpaid charges on the tuition bill) (11:59 p.m. MT)
- Center Column:**
 - Export to Calendar
 - Print/Download Class Schedule
 - Tuition & Fees** (with a star icon)
 - View Balance/Pay Bill
 - Account Setup** (highlighted with a red box)
 - Announcements
 - No announcements at this time.
 - More Items
- Right Column:**
 - Class Grades
 - Academic Standing
 - Academic Links
 - GPA Calculator
 - Unofficial Transcript
 - Order Official Transcript
 - Degree Audit
 - Grade Replacement
 - Catalog: Academic Standing
 - Buff Portal Feedback (with a star icon)
 - Thank you for using Buff Portal!

Step 4: Click **Authorize Payers**.



Step 5: Click **Add New**.

example

Authorized Payers

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

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

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.

Message Board

Payment Profiles

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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 their **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	10/15/2024	Resend Invite 