

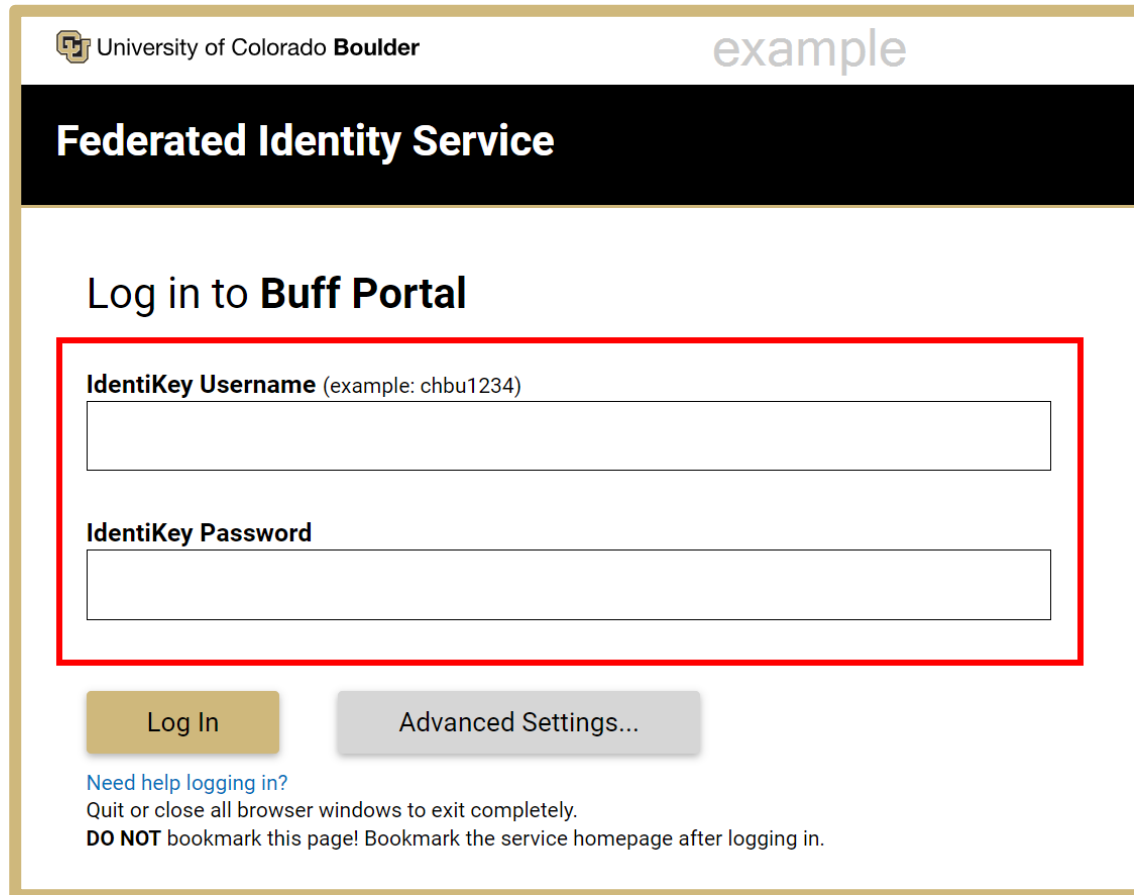
# How to create, edit or delete payment profiles

Payment profiles can only be viewed, edited or deleted by the student or authorized payer who added the payment profile.

If students or authorized payers want to edit their profiles, they can only update the card holder's name, the expiration date, the billing address and the profile email. If they want to change the credit type or number, or bank account number, they can't use "Edit." They have to delete the payment profile and add the new one.



Step 1: Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu.) Authorized payers log in to [CUBill&Pay](#) and go to [step 4](#).



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**.

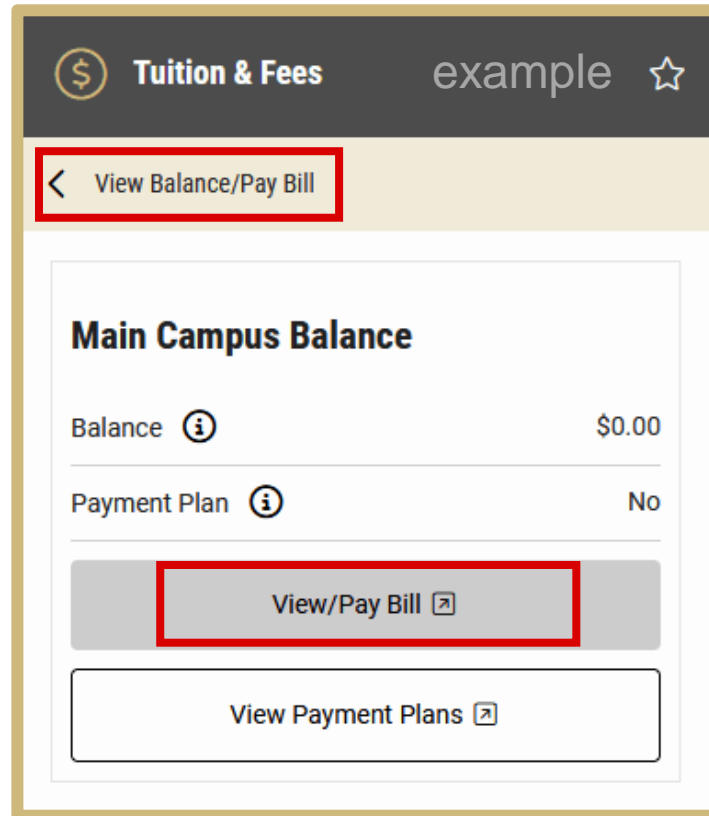
The screenshot shows the Buff Portal interface for the University of Colorado Boulder. The top navigation bar includes the university logo, the name "University of Colorado Boulder", and the "Buff Portal" title. Below this is a search bar with a magnifying glass icon and a "Menu" button. The search bar contains the text "tuition".

The left sidebar contains a list of cards. The "Tuition & Fees" card is highlighted with a red box. Other cards in the sidebar include Transportation, Direct Deposit for Tuition & Fee Refunds, Course Evaluations, Voter Registration, Conflict Resolution, Writing Center, Education Abroad, Class Registration Guide, Dining, and Apply for Graduation.

The main content area is divided into three columns. The left column has three sections: "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). The right column has 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 **View Balance/Pay Bill** then **View/Pay Bill**.



Step 4: Select **Payment Profiles** and then click on the profile you want to edit.  
To create a profile, click **Add Credit/Debit Card Profile** or **Add eCheck Profile**.

The screenshot shows the CU Bill&Pay interface for the University of Colorado Boulder. The left sidebar contains a navigation menu with 'Payment Profiles' highlighted in red. The main content area is titled 'Payment Profiles' and includes instructions on how to add new profiles. Two buttons, 'Add Credit/Debit Card Profile' and 'Add eCheck Profile', are highlighted in red. Below these is a 'Profile List' table with one entry: 'My Visa (VISA ending with 1010)', which is also highlighted in red. The table has columns for 'PROFILE' and 'DELETE'.

PROFILE	DELETE
My Visa (VISA ending with 1010)	+

Step 5: To add or edit a profile, enter new information and click **Save**.

**CUBill&Pay**  
UNIVERSITY OF COLORADO BOULDER

example Profile

Message Board

**Payment Profiles**

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

### Edit Credit/Debit Card Profile

Edit your credit card information in the following fields and then click **Save**. All fields are required. For help, please click on the question mark next to a field.

In order to be able to offer credit cards as a payment option, a nonrefundable 2.85% service fee is charged by NelNet Campus Commerce for all credit and debit transactions. If you would like to avoid this fee, please pay with eCheck from a U.S. checking or savings account.

Required fields are marked with an \*

#### Profile Information

Profile Name: My Visa

#### Credit Card Information

Cardholder's Name\*:

Card Type: VISA

Credit Card Number: Card number ending with 1010.

Expiration Date\*:

#### Billing Address Information

Address 1\*:

(optional) Address 2:

City\*:

**Save**

Step 6: The profile has been updated successfully when you see the message below.

The screenshot shows the CUBill&Pay interface for the University of Colorado Boulder. The top navigation bar includes the logo, the text "CUBill&Pay UNIVERSITY OF COLORADO BOULDER", and a user profile dropdown labeled "example Profile". A left sidebar contains a menu with items: "Message Board", "Payment Profiles" (highlighted), "Authorize Payers", "User Preferences", "View & Pay Accounts", "Transaction History", "Payment Plan", and "Messages".

The main content area is titled "Payment Profiles" and includes the following text and instructions:

Saving payment profiles on this secure site allows you to make future payments easily and quickly.

- To add a new eCheck profile, click **Add eCheck Profile**.
- To add a new Credit/Debit card profile, click **Add Credit/Debit Card Profile**.

A green success message is displayed in a dashed box: "The payment profile has been updated successfully!". Below this message are two buttons: "Add Credit/Debit Card Profile" and "Add eCheck Profile".

A "Profile List" table is shown below the message:

PROFILE	DELETE
My Visa (VISA ending with 1010)	