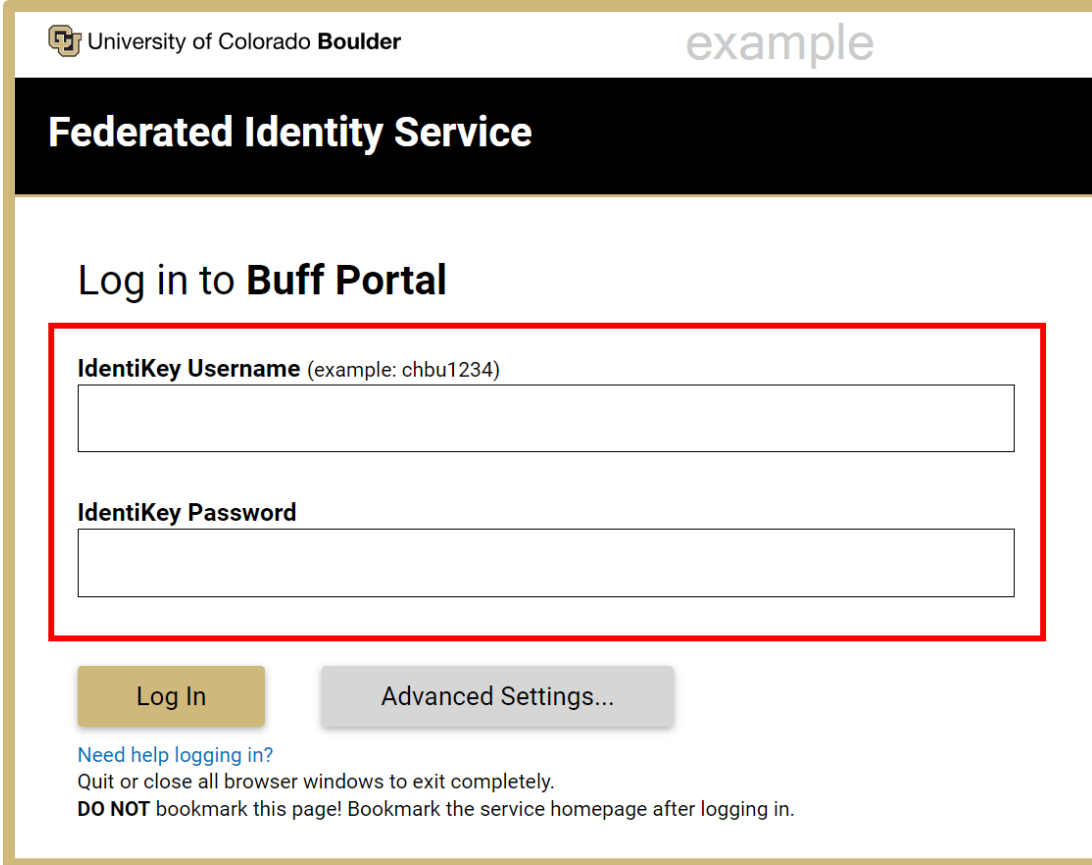# How to authorize payers and grant access to CUBill&Pay

- 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](buffportal.colorado.edu) (buffportal.colorado.edu).

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**.

Step 3: Click **Account Setup**.

Step 4: Click **Authorize Payers**.
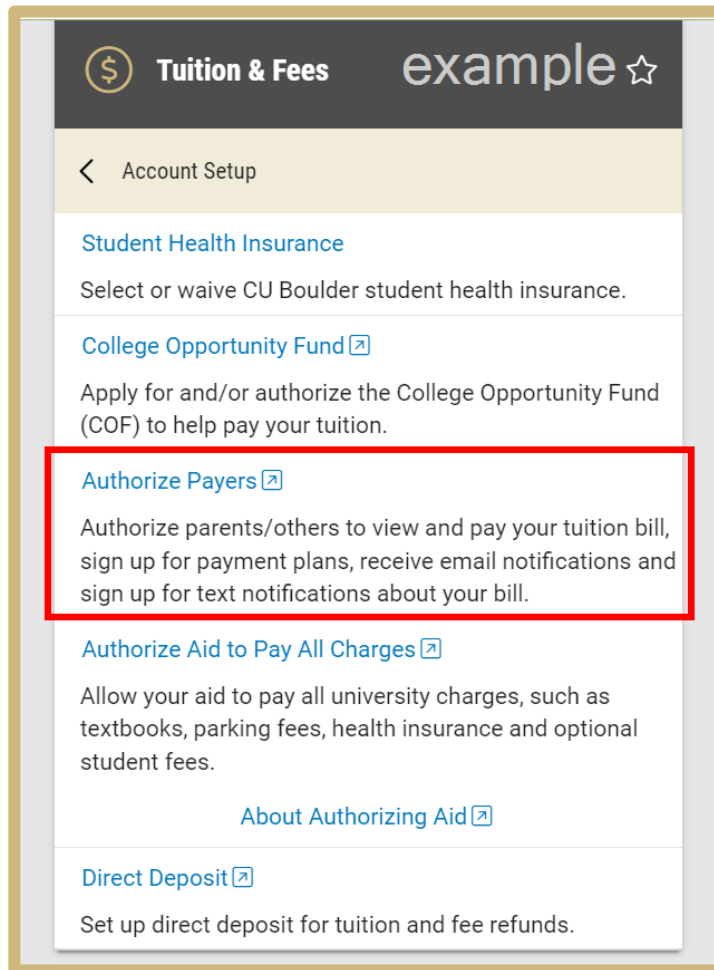
Step 5: Click **Add New.**

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**.

Message Board					
Payment Profiles					
Authorize Payers					

⊕ Add New

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

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Bursar's Office
UNIVERSITY OF COLORADO **BOULDER**

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.