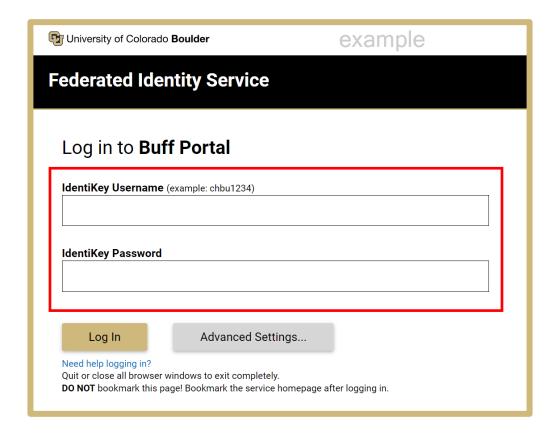
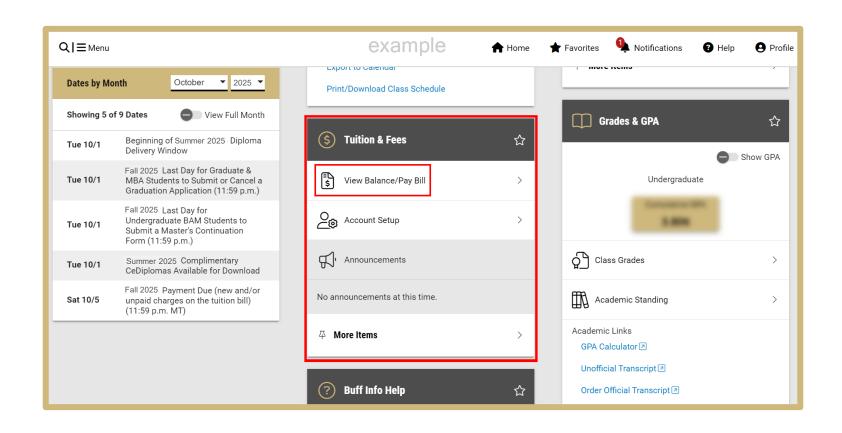
How to view the bill online

- Due to United States privacy laws (<u>FERPA</u>), parents, family members and others must be authorized as payers by the student (for both domestic and international students) in order to view and pay the tuition and fee bill. This means that your student must give you access to <u>CUBill&Pay</u> before you can complete this process.
- Tuition bills are only online in CUBill&Pay.
- Students access CUBill&Pay in <u>Buff Portal</u>.
- Authorized payers access <u>CUBill&Pay</u> directly.
- First fall bills are online in mid-August. First spring bills are online in mid-January.
- Fall payment is due Sept. 5. Spring payment is due Feb. 5. See <u>Billing and Due Dates</u> for more information.
- Your can give you access to CUBill&Pay. This is called <u>authorizing payers</u>.
- Learn more about <u>privacy laws</u>.
- Questions? Contact the Bursar's Office at <u>bursar@colorado.edu</u> or 303-492-5381. We're happy to help!

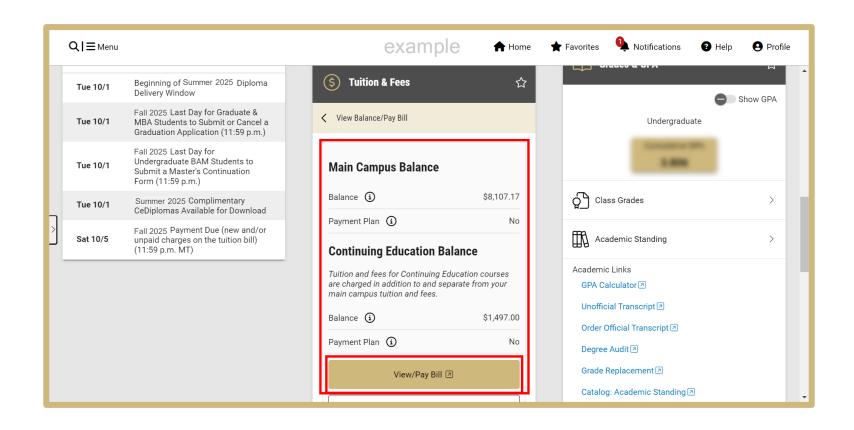
Step 1: Students log in to <u>Buff Portal</u> (buffportal.colorado.edu.) (Authorized payers log in to <u>CUBill&Pay</u>, select View & Pay Accounts and go to <u>step 5</u> below.)



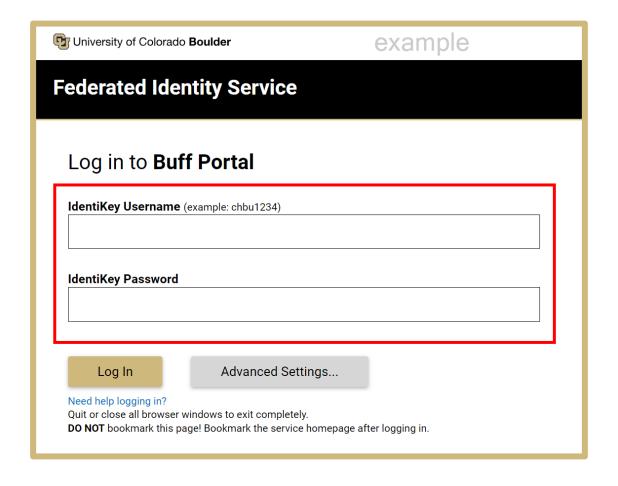
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **View Balance/Pay Bill**.



Step 3: On the View Balance/Pay Bill view, you can see your current balance. To see the bill, click **View/Pay Bill**.

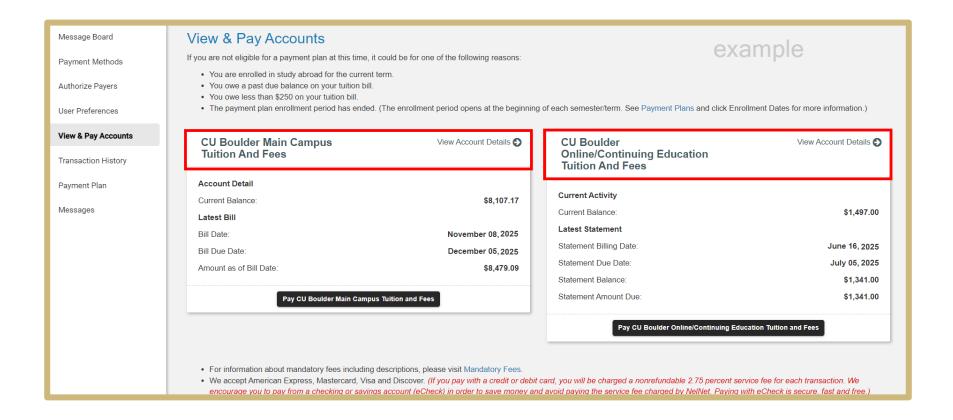


Step 4: Students log in to <u>Buff Portal</u> (buffportal.colorado.edu). (Authorized payers log in to <u>CUBill&Pay</u>, select **View & Pay Accounts** and proceed to <u>step 5</u>.)



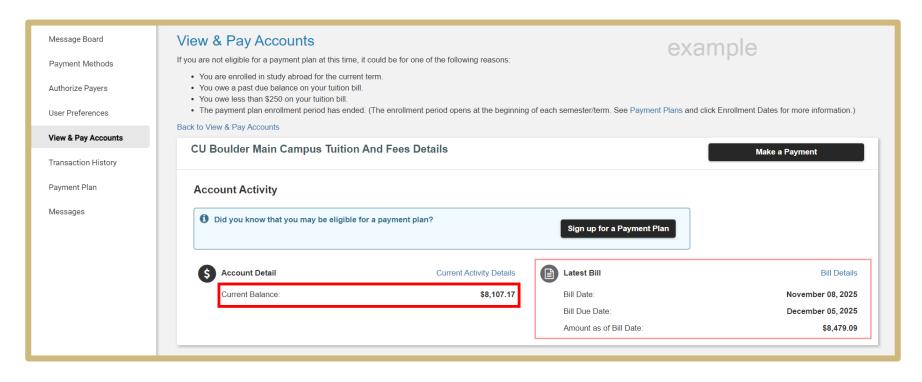


Step 5: On **View & Pay Accounts**, you will see options for main campus (CU Boulder Tuition and Fees) and Continuing Education. Click **View Account Details** for the bill you want to view.





Step 6: At the top of this page, you will see general information.



Current Balance is the amount due, including recent activity.

Bill Date is the date of the last bill.

Bill Due Date is the date payment is due to avoid late and finance charges (11:59 p.m. Mountain Time).

Amount as of Bill Date is the amount due when the bill was issued on the bill date.

Step 7: To view details, scroll down and you'll see two tabs: Account Detail and Bill History. Account Detail shows Charges and Adjustments in the top section and Credits and Payments below.

The Current Balance includes recent activity and is the difference between the charges and credits.

This view shows all transactions since your last bill date.

Bill History shows previous bills.

If you need to print the bill, scroll up and click **Print**.

If you would like to pay the bill, click **Make a Payment**.

