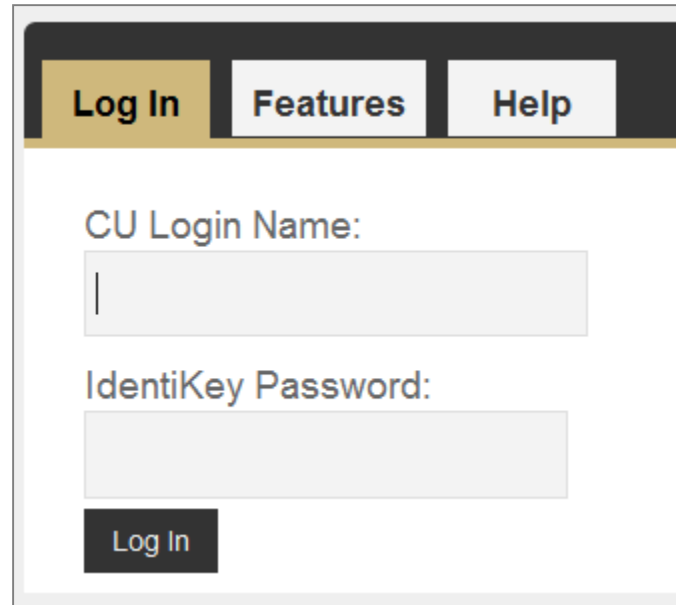


# How to authorize payers

- CUBill&Pay access allows parents or family members who help pay the bill to view the bill and account activity, pay online, enroll in payment plans and discuss the bill with the Bursar's Office.
- Anyone who needs access to view the tuition and fee bill must be authorized by the student via this process.
- No paper bills are mailed. Bills are only online in CUBill&Pay.
- Students can give up to five people access to CUBill&Pay.
- 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 (by the second Thursday of each month).
- Do not authorize third party sponsors as payers. For questions about third party sponsors, call 303-492-5381.



Step 1: Students log in to [MyCUInfo](#). This task can only be completed by students.



The screenshot shows a login interface with a dark header bar containing three buttons: "Log In" (highlighted in gold), "Features", and "Help". Below the header, the text "CU Login Name:" is followed by a light gray input field with a vertical cursor. Underneath, the text "IdentiKey Password:" is followed by another light gray input field. At the bottom left of the form area is a dark gray "Log In" button.

Step 2: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **Authorize Others to View and Pay Your Bill**.

The screenshot shows the Bursar's Office website interface. At the top, there is a navigation bar with 'Student' (circled in red), 'CU Resources', and a gear icon. Below this is a secondary navigation bar with 'Academics / Schedule', 'Billing Information' (circled in red), 'Financial Aid', and 'Dates and Deadlines'. The main content area is divided into two columns. The left column contains several buttons: 'View & Pay Accounts', 'View Student Health Plan Selection', 'Authorize Others to View and Pay Your Bill' (circled in red), 'Direct Deposit of Tuition and Fee Refunds', and 'View Payment Plans'. The right column displays account balances: 'Main Campus Balance: \$0.00' and 'Continuing Ed Balance: \$0.00'. Below these, there is a note: 'Check your bill or payment plan for specific details. If you complete transactions that impact the balance such as payment, health insurance selection, drop/add, etc., then the balance will update in 24 hours.' Further down, it states 'Spring 2018 payment plans are available now.' and 'Spring 2018 bills will be available by January 11.' At the bottom of this section, it says 'Payment is due February 5.' To the right of the main content, there is a box titled 'HAVE A QUESTION?' with contact information for the Main Campus Bursar's Office (Phone 303-492-5381, Email bursar@colorado.edu, Online Main Campus Bursar's website) and the Continuing Ed Bursar's Office (Phone 303-492-2212, Email cebursar@colorado.edu, Online Continuing Ed Bursar's website). At the bottom of the page, there is a section titled 'Other Billing Services' with several links: 'College Opportunity Fund for In-State Undergraduates', 'CU Money Sense: Student Financial Wellness Program', '1098T Form: View and Print Your Tax Form', 'Confirmation Deposit For Returning Students', and 'Authorize Aid to Pay Other Charges'.

Step 3: Enter information for your authorized payer. Click **Save**.

example

### Add Authorized Payer

CUBill&Pay online billing and payment system is the official means of billing tuition and fees for University of Colorado Boulder students.

Tuition and fees are online only. **No bills are mailed.**

In compliance with the **Family Educational Rights and Privacy Act of 1974** (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your student account, make payments, and discuss your tuition and fee account with the Bursar's Office.

The student account is in your name so you are ultimately responsible for making sure payment is received on time.

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.

#### Authorized Payer Information

Authorized Payer's Full Name\*:

Authorized Payer's Email\*:

Confirm Email\*:

Create Login Name\*:

**Save** Cancel


Step 4: New authorized payers will receive an email with a link to set up their password. The Bursar's Office does not have access to passwords. If you have any questions, please contact the Bursar's Office at [bursar@colorado.edu](mailto:bursar@colorado.edu) or 303-492-5381. This process is complete.


## 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	LOGIN NAME	EMAIL	ACCOUNT STATUS	CREATION DATE	DELETE
			Active	03/27/2019	