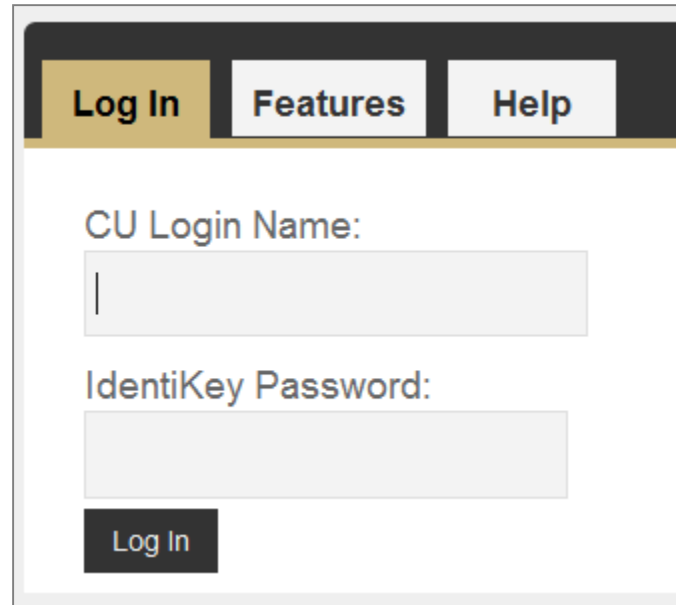


# How to edit or delete payment profiles

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



Step 1: Students log in to [MyCUInfo](#). Authorized payers log in to [CUBill&Pay](#), select **Payment Profiles** and then proceed to [step 4](#).



The screenshot displays a login interface with a dark header bar containing three navigation buttons: "Log In" (highlighted in gold), "Features", and "Help". Below the header, the "CU Login Name:" label is positioned above a light gray text input field. The "IdentiKey Password:" label is positioned above another light gray text 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 **View & Pay Accounts**.

The screenshot shows the Bursar's Office website interface. At the top, a black navigation bar contains the 'Student' tab (circled in red), 'CU Resources', and a gear icon. Below this is a secondary navigation bar with tabs for 'Academics / Schedule', 'Billing Information' (circled in red), 'Financial Aid', and 'Dates and Deadlines'. On the left side, a vertical menu lists several options, with 'View & Pay Accounts' (circled in red) being the selected option. The main content area displays the following information:

- Main Campus Balance: \$0.00**
- Continuing Ed Balance: \$0.00**
- 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.*
- Spring 2018 payment plans are available now.**
- Spring 2018 bills will be available by January 11.**
- Payment is due February 5.**

On the right side, there is a 'HAVE A QUESTION?' section with contact information for the Main Campus Bursar's Office and the Continuing Ed Bursar's Office, including phone numbers, email addresses, and website links.

At the bottom, 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
- Authorize Aid to Pay Other Charges

Step 3: Select **Payment Profiles**.

The screenshot shows a web interface with a dark navigation sidebar on the left and a main content area on the right. The sidebar contains the following menu items: Message Board, **Payment Profiles** (circled in red), Authorize Payers, User Preferences, View & Pay Accounts, Transaction History, Payment Plan, and Messages. The main content area is titled "View & Pay Accounts" and includes a light blue information banner that reads "Did you know that you are eligible for a payment plan?". Below the banner are two expandable account sections, each with a downward arrow and the text "CU Boulder Tuition and Fees" and "CU Boulder Continuing Education Tuition and Fees". The word "example" is written in a light gray font in the top right corner of the main content area.



Step 4: Click the **Edit** icon for the profile you want to change or click **Delete** to delete a profile.

**Payment Profiles** example

Saving an eCheck payment profile containing your banking information on this secure site allows you to make future payments easily and quickly.

- Your existing payment profiles are listed below.
- To add a new eCheck Profile, please click "Add eCheck Profile" button.

[Add Credit/Debit Card Profile](#) [Add eCheck Profile](#)

Edit	Delete	Profile
		Mom (MASTERCARD ending with 5454)

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

### Edit Credit Card Profile

example

Please enter your credit card information in the following fields and then click "Save" button.  
**NOTE:** All fields are required.

For help, please click on the question mark next to a field.

**Profile Information**

Profile Name:

**Credit Card Information**

Cardholder's Name:  [Virtual Keypad](#)

Card Type:

Credit Card Number:

**NOTE:** Card number re-entry required for any profile modification.  
Current Card number is ending with 5454

Expiration Date:  /

Step 6: This process is complete.

### Payment Profiles



example

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Add eCheck Profile

Edit	Delete	Profile
		Mom (MASTERCARD ending with 5454)