How to pay the bill online

• Tuition and fee bills are only online in CUBill&Pay.

• Students access CUBill&Pay in Buff Portal (buffportal.colorado.edu).

• Authorized payers access CUBill&Pay directly.

• Find out how your student can give you access to CUBill&Pay. This is called authorizing payers.

• Bills are available mid-month and payment is due the following month on the 5th. See Billing and Due Dates for more information.

• Learn more about privacy laws.

• Questions? Contact us at bursar@colorado.edu or 303-492-5381.
Step 1: Students log in to Buff Portal (buffportal.colorado.edu). (Authorized payers log in to CUBill&Pay, select View & Pay Accounts and proceed to step 4.)
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click Balance Summary.
Step 3: Click **View/Pay Bill**.
Step 4: You will see options for main campus (CU Boulder Tuition and Fees) and Continuing Education. Click **Pay CU Boulder Tuition and Fees** to pay for main campus classes. Pay for Continuing Education classes separately.
Step 5: Enter payment amount and choose a payment method. *(If you pay with a credit or debit card, you will be charged a nonrefundable 2.75 percent service fee for each transaction. We encourage you to pay from a checking or savings account (eCheck) in order to save money and avoid paying the service fee charged by NelNet. Paying with eCheck is secure, fast and free.)* Click **Continue.**
Step 6: Enter payment information and click **Continue**.

If you are paying with eCheck:

If you are paying with a credit/debit card:
Step 7: Confirm that the information is correct, note the service fee if you are paying with a credit or debit card and click **Confirm** to make your payment.

**If you are paying with eCheck:**

![eCheck example](example)

**If you are paying with a credit/debit card:**

![Credit Card Example](example)

**Service Fee Notice**

**READ THIS IMPORTANT FEE INFORMATION**

Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.75% Service Fee for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

By using this service you agree to pay the Service Fee.

**Current Payment**

Order Description: CU Boulder Tuition and Fees
Payment Amount: $20,088.22
Effective Date: 01/23/2020

**Profile Information**

Profile Name: Buffalowa

**Account Information**

Holder’s Name: Buffalo Name
Account Type: CHECKING
Routing Number: 367074500 (ELEVATIONS CREDIT UNION)
Account Number: ending with 6789

I hereby authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

**Credit Card Information**

Cardholder’s Name: Buffalo Name
Card Type: MASTERCARD
Credit Card Number: ending with 5454
Expiration Date: 11/2023
Step 8: This is your receipt. If you paid with a credit or debit card, you will see two receipts: one for payment of tuition and fees to CU Boulder; and one for the service fee to NelNet.

If you are paying with a credit/debit card:

If you are paying with eCheck: