

# 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; to pay online; to 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.
- 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 (around the second Thursday of each month).
- If a third, non-related party is helping pay the bill on a student's behalf (e.g., military, countries sponsoring international students), then see [3<sup>rd</sup> Party Sponsorships](#).

Step 1: Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu)

example

### Log in to **Buff Portal**

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**CU Login Name**

  
**Identikey Password**

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

**Continue**

Trouble signing in? [We can help.](#)

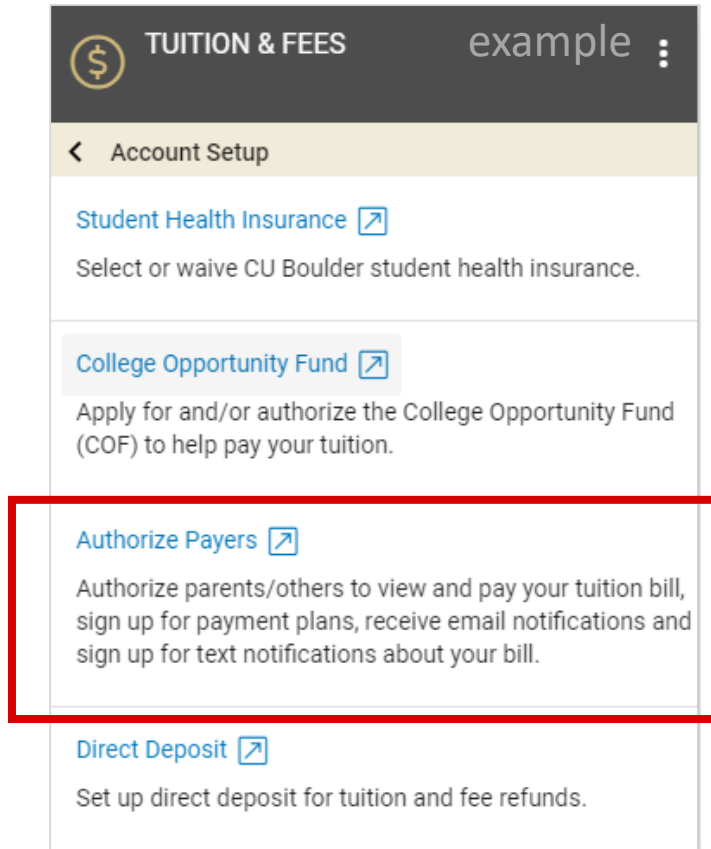
To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

**Note:** Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Account Setup**.

The screenshot shows the Buff Portal interface for the University of Colorado Boulder. The header includes the university logo and name, the text "example", and a hamburger menu icon. Below the header, the "Buff Portal" title is displayed. The main content area is divided into three columns. The left column contains a "HOLDS AND TO-DOS" section with a notification for 1 hold and 6 to-dos, and a "TUITION & FEES" section. The "TUITION & FEES" section includes a "Balance Summary" card and an "Account Setup" card, which is highlighted with a red rectangle. Below these are informational messages about Spring 2020 payment plans and 1098T forms. The middle column features a "CLASS SCHEDULE" for Fall 2019, with a "Grid" view selected and a "WAITLISTED" toggle. The grid shows a weekly schedule from Thursday to Monday. The right column contains an "Academic Calendar" section with a description, a "View academic calendar" link, a phone number (303-492-6970), an email address (registrar@colorado.edu), and a "Contact the Office of the Registrar" link. At the bottom of the right column is a "PROVIDE FEEDBACK" button and a "Thank you for testing Buff Portal" message.

Step 3: Click **Authorize Payers**.



Step 4: Enter your authorized payer's name and email address. Then create a login name for them. Click **Save**.

Message Board

Payment Profiles

**Authorize Payers**

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

## Add Authorized Payer

example

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 permission. By creating an authorized payer, you are giving consent for that individual to view your student account online, make payments, sign up for payment plans 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. Call [303-492-5381](tel:303-492-5381) for questions about 3rd party sponsors.

- Login Name is case sensitive, must be at least six(6) characters long and can only use letters and digits.
- An email with the *login name* only will be sent to the authorized payer along with a link to CUBill&Pay.

Required fields are marked with an \*

### Authorized Payer Information

Authorized Payer's Full Name\*:

Authorized Payer's Email\*:

Confirm Email\*:

Create Login Name\*:

Step 5: An email with the login name 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.

- Message Board
- Payment Profiles
- Authorize Payers
- User Preferences
- View & Pay Accounts
- Transaction History
- Payment Plan
- Messages

## 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.

An email is automatically sent to authorized payers for each of the following actions:

- 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
Ralphie Buffalo, Sr.	skobuffs		Active	12/19/2019	