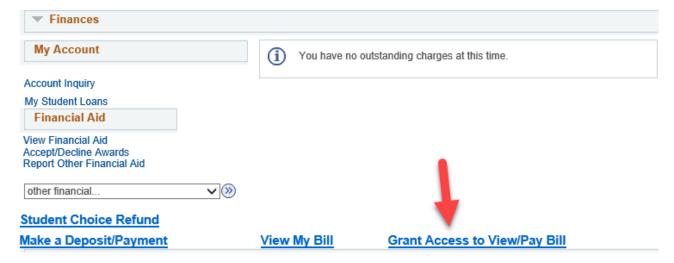
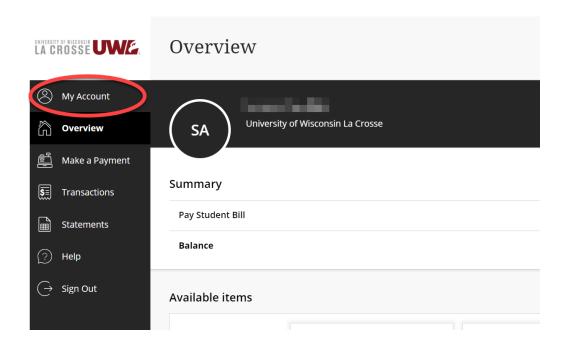
## Guest Access to Pay Bills

Bills can be paid electronically by a parent, guardian, or spouse if they are made an authorized payor in CashNet. Follow the below steps:

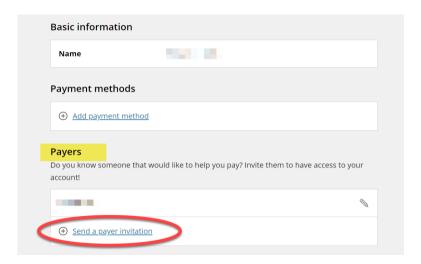
- 1. Scroll down to the **Finances** section of your Student Center.
- 2. Click on the Grant Access to View/Pay Bill button.



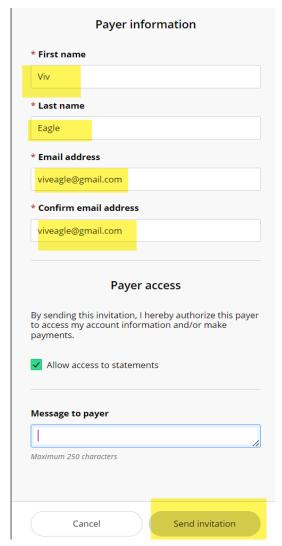
- A new window should pop up. (If a window or new tab does not pop up, you
  may have a pop-up blocker on. Check the settings on your internet browser
  and then try again.)
- 2. Click on My Account in top left.



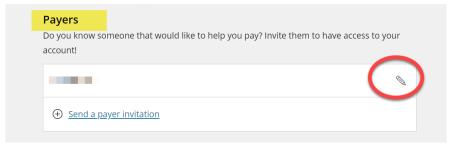
3. On the next screen, scroll to **Payers** section and select **Send a payer invitation**.



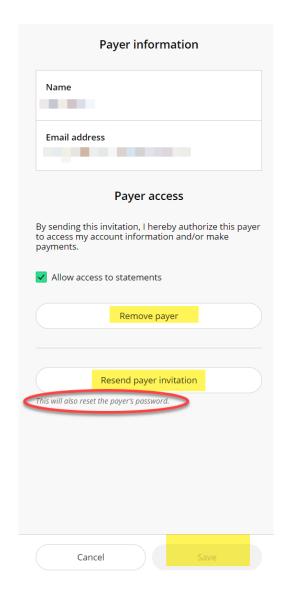
4. Enter in First Name, Last Name, that person's email address, confirm their email address, and add an optional message to authorized payer. Then select **Send Invitation.** 



- 5. The Payer will receive an email with their username and their password with a link to log in to the system. Be sure to alert your parent or authorized payer that you have created a login for them and that their password will be sent to their email.
- 6. If they need their password reset, <u>you the student</u> will need to reset the password by logging back in to Cashnet same as above, clicking **My Account**, then selecting the edit button next to the existing Payer who's password needs to be reset.



7. Select **Resend payer invitation**. This also resets the password, and they will receive a new email with password. Click **Save**.



- 8. On the above screen, select **Remove payer** if you no longer want that person to be able to make payments on your behalf.
- 9. <u>Please note:</u> this permission grants access *only* to your bill and to make payments in CashNet. This permission does *not* allow access to financial aid, grades, or other student information in WINGS. To give broader access to a guest or parent, create a guest FERPA PIN for them so they can discuss details with UWL staff. See " Create FERPA Secure PIN for Third Party" directions.
- 10. More information about billing can be found on the Cashier's website here: https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/
- 11. The Cashiers office is located in 121 Graff Main Hall and their email is cashiers@uwlax.edu.