

Guess Access to Pay Bills

Bills can be paid electronically by a parent, guardian, or spouse as long as they are granted access to do so through the CashNet site. Follow these directions to add a guest user to CashNet.

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

The screenshot shows the 'Finances' section of the CashNet interface. On the left, there is a navigation menu with 'My Account', 'Financial Aid', and 'Student Choice Refund'. A red arrow points to the 'Grant Access to View/Pay Bill' link in the bottom navigation bar. A message box at the top right states 'You have no outstanding charges at this time.'

3. 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.)
4. The last box on the left side is labeled **Parental PINs**. (Even though its labeled Parental, this permission can be given to anyone the student has chosen.) Click the red **Add New** link in that box

The screenshot shows the 'UW-L Electronic Payments' page. The 'Parent PINs' section at the bottom left is highlighted with a yellow circle. The page includes sections for 'Your Account', 'Your Bills', 'Your Recent Payments', 'UWLAXOne.com', and 'Saved Accounts'. The 'Parent PINs' section shows 'Add New' and 'Edit Delete' links.

Your Account	
Billing due dates can be found at www.uwlax.edu/cashiers	
Current Balance	\$0.00
Click here to make a payment or deposit (Zero or credit balances are not displayed)	
The last payment received was for \$2,011.59 on 3/29/2015.	

Your Bills	
View All	
To view all your bills click 'View All'.	
<input checked="" type="checkbox"/> eBill Due 07-08-2...	06/08/2015 View
<input checked="" type="checkbox"/> eBill Due 05-15-2...	04/15/2015 View
<input checked="" type="checkbox"/> eBill Due 04-14-2...	03/12/2015 View

Your Recent Payments	
View All	
03/29/2015	\$2,011.59 View
10/15/2014	\$2,363.67 View
12/23/2013	\$102.75 View

UWLAXOne.com	
AccessUWLAXOne.com	

Parent PINs	
Add New	
You currently have the following Authorized Payers set up.	
Mother Eagle	Edit Delete

Saved Accounts	
Add New	
Debit Card	Edit Delete
Mom's Checking	Edit Delete

5. On the next screen, enter the login name you wish to assign to the parent or authorized payer in the **Authorized Payer** field.
6. Enter that person's **name, email address,** and **relationship** to student.
7. You can add a note to the welcome email if you would like.
8. Check **yes** to the question, **Should this person be allowed to login?**
9. Select whether person should be able to see and pay your bills (**access**) or see your bills, pay your bills, and also get the electronic bill by email (**access & receive emails**)
10. When finished, click the **OK** button.

Please check your WINGS balance to ensure all charges have been paid. Thanks! Please see Cashier's website for additional information <https://www.uwlax.edu/cashiers/>

Notice about Parents or Authorized Users:

Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Authorized Payer	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Confirm Email Address	<input type="text"/>
Relationship to Student	<input type="text"/>
Phone Number	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Add a note to the welcome email (optional)	<input type="text"/>

Should this person...
be allowed to log in? Yes No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

11. 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.

12. **Important:** 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 another guest user account on your Student Center. See the Create Guest Access to Your Student Center section. But if you want your guest to be able to pay your bill for you electronically, you must make them an authorized payor in CashNet following the above steps.

To allow a 3rd party access to WINGS, a separate guest account must be set up in WINGS. Separate instructions for that are posted online.

More information about billing can be found on the Cashier's website here:
<https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/>