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.

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.
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.

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/