

# 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. At the top, there is a 'My Account' button and an information box stating 'You have no outstanding charges at this time.' Below this, there are links for 'Account Inquiry', 'My Student Loans', and 'Financial Aid'. Under 'Financial Aid', there are links for 'View Financial Aid', 'Accept/Decline Awards', and 'Report Other Financial Aid'. A search box contains the text 'other financial...'. At the bottom, there are three links: 'Student Choice Refund', 'Make a Deposit/Payment', 'View My Bill', and 'Grant Access to View/Pay Bill'. A red arrow points to the 'Grant Access to View/Pay Bill' link.

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. At the top, there is a navigation bar with links for 'your account', 'view bills', 'make payment', 'Items to Pay', 'help', and 'sign out'. Below this, there is a header for 'UW-L Electronic Payments' and a 'Stryker Eagle' logo. A message states: 'Continuing Students are no longer required to pay the \$100.00 registration deposit.' The page is divided into several sections: 'Your Account', 'Your Recent Payments', 'UWLAXOne.com', 'Parent PINs', 'Your Bills', and 'Saved Accounts'. The 'Parent PINs' section is highlighted with a yellow circle and contains an 'Add New' link. The 'Your Bills' section contains a table of bills with columns for 'View All', 'View', and 'View'. The 'Saved Accounts' section contains a table of accounts with columns for 'Add New', 'Edit Delete', and 'Edit Delete'.

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

Your Recent Payments	
	<a href="#">View All</a>
03/29/2015 \$2,011.59	<a href="#">View</a>
10/15/2014 \$2,363.67	<a href="#">View</a>
12/23/2013 \$102.75	<a href="#">View</a>

UWLAXOne.com	
AccessUWLAXOne.com	

Parent PINs	
	<a href="#">Add New</a>
You currently have the following Authorized Payers set up.	
Mother Eagle	<a href="#">Edit Delete</a>

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

Saved Accounts	
	<a href="#">Add New</a>
Debit Card	<a href="#">Edit Delete</a>
Mom's Checking	<a href="#">Edit Delete</a>

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  \*

First Name  \*

Last Name  \*

Email Address  \*

Confirm Email Address  \*

Relationship to Student  \*

Phone Number

Address Line 1

Address Line 2

City

State

Zip

Add a note to the welcome email (optional)

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 3<sup>rd</sup> 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/>