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.

Login to your WINGS Student Center.

Scroll down to the **Finances** section and click on **View My Bill**. You will be taken out of WINGS and to the CashNet site.

Underneath the **Your Recent Payments** section is the Parent Pins section. This is where you can set up access for another person (such as a parent or spouse) to also make payments on your bill. They will receive their own login to the CashNet site, not to WINGS. Please note that students (not the person paying the bill) are responsible for monitoring their account in WINGS and ensure the bills are paid on time.
Click on **Add New**. Complete the information on the next page. Click **OK** when done.

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/](https://www.uwlax.edu/cashiers/tuition-and-billing/billing-and-registration/)