

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.

The screenshot shows the 'Finances' section of the Student Center. A red arrow points to the 'Grant Access to View/Pay Bill' button. Other visible elements include 'My Account', 'Financial Aid', and a notification that there are no outstanding charges.

1. 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.

The screenshot shows the 'Overview' page of the Student Center. The 'My Account' button in the left sidebar is circled in red. The page displays the user's name 'SA' and 'University of Wisconsin La Crosse'. Below this, there is a 'Summary' section with 'Pay Student Bill' and 'Balance' options, and an 'Available items' section.

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

The screenshot shows a web form with three main sections: 'Basic information', 'Payment methods', and 'Payers'. The 'Basic information' section has a 'Name' field with a blurred input. The 'Payment methods' section has a link 'Add payment method'. The 'Payers' section has a yellow header, a sub-header 'Payers', and a paragraph: 'Do you know someone that would like to help you pay? Invite them to have access to your account!'. Below this is a blurred input field and a link 'Send a payer invitation' which is circled in red.

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**.

Payer information

*** First name**

Viv

*** Last name**

Eagle

*** Email address**

viveagle@gmail.com

*** Confirm email address**

viveagle@gmail.com

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Allow access to statements

Message to payer

Maximum 250 characters

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, you the student 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.

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

✎

+ [Send a payer invitation](#)

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

Payer information

Name

Email address

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Allow access to statements

Remove payer

Resend payer invitation

This will also reset the payer's password.

Cancel 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. **Please note:** 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.