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.

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

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**.
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.

7. Select Resend payer invitation. This also resets the password, and they will receive a new email with password. Click 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/](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](mailto:cashiers@uwlax.edu).