How to authorize payers

General information:

• Authorized payers can be anyone: parents, guardians, spouses, family members, etc.
• Students can give up to five people access as authorized payers.
• Anyone who needs access to view the tuition and fee bill must be authorized by the student via this process.
• No paper bills are mailed. Bills are online only in CUBill&Pay.
• Authorized payers can view student account activity, view the official bill, pay online, and discuss student account details with the Bursar’s Office.
• Students and authorized payers get an email when the bill is available online.
• Do not authorize 3rd party sponsors. (For questions about 3rd party sponsors, call 303-492-5381.)
Step 1: Students log in to MyCUInfo.colorado.edu.
Step 2: Select the **Billing Information** tab and select **Authorize Other to View and Pay Your Bill**.
Step 3: Complete the information for your authorized payer. Select **Add**.
Step 4: Provide the password to your authorized payer. New authorized payers will receive an email with a link to CUBill&Pay. When the authorized payer logs on for the first time, he/she will be prompted to change the password. The Bursar’s Office does not have access to passwords. If you have any questions, please contact the Bursar’s Office at bursar@colorado.edu or 303-492-5381.

**Authorized Payers**

Through CUBill&Pay powered by QuikPAY®, you are able to authorize others to receive e-bill notifications when bills are available, view your online billing statements, and make online payments to your tuition and fee account.

- To create a new authorized payer, please click "Add New" button.
- To modify a currently authorized payer, please click "Edit" icon.
- To delete a currently authorized payer, please click "Delete" icon.

The authorized payer has been created and notified by email.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Delete</th>
<th>Name</th>
<th>Login Name</th>
<th>Email</th>
<th>Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>✗</td>
<td>Your authorized payer</td>
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<td><a href="mailto:payername@gmail.com">payername@gmail.com</a></td>
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