How to authorize payers

- CUBill&Pay access allows parents or family members who help pay the bill to view the bill and account activity, pay online, enroll in payment plans and discuss the bill with the Bursar’s Office.

- 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 only online in CUBill&Pay.

- Students can give up to five people access to CUBill&Pay.

- Authorized payers can be anyone: parents, guardians, spouses, family members, etc.

- Students and authorized payers will receive an email when the bill is available online (by the second Thursday of each month).

- Do not authorize third party sponsors as payers. For questions about third party sponsors, call 303-492-5381.
Step 1: Students log in to MyCUInfo. This task can only be completed by students.
Step 2: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **Authorize Others to View and Pay Your Bill**.
Step 3: Enter information for your authorized payer. Click **Add**.

**Add Authorized Payer**

CUBill&Pay online billing and payment system is the official means of billing tuition and fees for University of Colorado Boulder students. Tuition and fees are online only. **No bills are mailed.**

In compliance with the **Family Educational Rights and Privacy Act of 1974** (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your student account, make payments, and discuss your tuition and fee account with the Bursar’s Office.

The student account is in your name so you are ultimately responsible for making sure payment is received on time.

Do **NOT** authorize 3rd party sponsors here. A 3rd party sponsor is any entity who is billed directly from the university. Please call 303-492-5361 for inquiries regarding 3rd party sponsors.

- **Login Name** is case sensitive, must be at least six (6) characters long and can only use letters and digits.
- **Password** is case sensitive, must be at least eight (8) characters long and must contain at least 2 letters and at least 2 digits.
- We will send an email with the **login name** only to the authorized payer along with a link to CUBill&Pay.
- **For security purposes, you will need to separately notify the authorized payer of the password you are creating below.**

**Authorized Payer Information**

- **Authorized Payer’s Name:**
- **Authorized Payer’s Email:**
- **Confirm Email:**
- **Create Login Name:**
- **Password:**
- **Confirm Password:**

**NOTE:** Login Name must be at least six (6) characters long and can only include letters and numbers. Password must be at least eight (8) characters long, contain at least 2 letters and at least 2 numbers.
Step 4: **Provide the password to your authorized payer.**

New authorized payers will receive an email with a link to CUBill&Pay. When an authorized payer logs in 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. This process is complete.