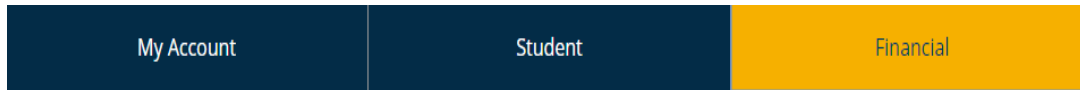# Viewing Bills/Setting up an Authorized User

1.  Log on to Ursa at https://ursa.unco.edu using your University of Northern Colorado Personal Digital Identity (PDID) information (network username and password).

2.  Click on the **Financial** tab.

| My Account | Student | Financial |
|---|---|---|

3.  Click on the **Pay/View eBill or Bear Pay** link found in the **Billing** section under **Billing and Financial Aid.**
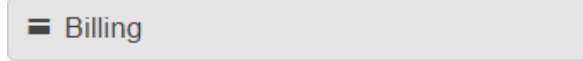
 Billing

- Pay/View *eBill* or Bear Pay
- *eBill* Instructions/Set Up Authorized User
- International Payments
- Bear Pay Information 
- Bear Pay Information (En Español) 
- Set Up Direct Deposit For A Refund
- How to Read Your Bill
- Add Funds to Your Bear Print Account
- Purchase Parking Permits or Pay Tickets Online
- 1098T Tax Notifications
- COF Stipend Authorization
- Colorado Resident Stipend Application
- College Opportunity Fund (COF) Information

4.  On the Select Term Screen use the **Drop-Down Menu** to select the term and click on the **Submit** button.

5.  On the **Account Detail for Term** screen, click on the **Pay/View eBill or Bear Pay** button. Please wait for your information to load.

**Account Detail for Term**

**201230 Spring 2012 Term Detail**

| Description | Charge | Payment | Pay/View eBill or Bear Pay |
|---|---|---|---|
| Cassidy Hall Bond | $6.30 | | |
| Recreation/Athletic Fac Bond | $47.80 | | |
| Recreation Center Bond | $27.00 | | |
| Student Service Fee | $404.90 | | |
| Health Insurance Spring | $990.00 | | |
| Health Insurance Waiver | -$990.00 | | |
| Library Fee NHS UG | $28.80 | | |
| Diff Tuit Sports Exer Sci R | $162.00 | | |
| Technology Fee NHS | $115.20 | | |
| Tuition Resident Undergrad | $3,294.00 | | |
| Greeley Promise - Renewal | | $1,000.00 | |
| College Opportunity Fnd Stipnd | | $744.00 | |
| **Net Term Balance** | | | $2,342.00 |
| **Net Balance for Other Terms:** | | | $0.00 |
| **Account Balance:** | | | $2,342.00 |
| **Current Amount Due:** | | | $2,342.00 |

Pay/View eBill or Bear Pay

6. To view your statements, you can either can scroll down on the homepage to see statements or click on My Account, then go to statements



7. You will be able to see the different statement dates, due dates and the amount of the statement. Click on the view box to look at the specific statement you would like to review.



8. You can also view activity that has happened between billing cycles by clicking on View Activity Under the Student Account area on the home page.

9. To set up an authorized user make sure you are on the home screen and click on Authorized Users under My Profile Setup.

**My Profile Setup**

- Authorized Users
- Personal Profile
- Security Settings
- Auto Bill Pay

**Authorized Users**

Authorized Users | Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? ⦿ Yes ◯ No
Would you like to allow this person to view your payment history and account activity? ⦿ Yes ◯ No

Cancel   Continue

You may add as many authorized users as you wish. This ONLY gives the user access to your billing information it does NOT give them access to your URSA account. You can select whether you want the person to view your billing statement and account activity and if you would like them to view your payment history and account activity.

10. Once you add the email you will get an agreement to add the Authorized User. You need to checkmark the agree box and click continue.

**Agreement to Add Authorized User**  ✕

I hereby authorize **University of Northern Colorado** to grant johndoe@gmail.com full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated 28-Apr-2020 3:14:59 PM MDT.

For fraud detection purposes, your internet address has been logged:

138.86.21.16 at 28-Apr-2020 3:14:59 PM MDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

Please check the box below to agree to the terms and continue.

☐ **I Agree**

Cancel   Print Agreement   Continue

You will then see this screen as well as receive an email sent to your bear mail letting you know that an authorized user has been added to your account.

**Authorized Users**

Thank you. We have sent an e-mail to johndoe@gmail.com with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided.

Authorized Users | Add Authorized User

| Full name | Email address | Action |
|---|---|---|
|  | johndoe@gmail.com | ⚙ |

**TouchNet** [ BILL+PAYMENT ]
SET THE CURVE

Hello,
An authorized user has been linked to your account profile. Please see the user's details below.

Authorized User Email Address: johndoe@gmail.com
Authorized User Name:
Student Name:
Student Account Number: xxxxx1311

This user can view balances and make payments online for your account but your payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. You may update the account access for this user from the Authorized Users page.

If you have any questions concerning this email, please contact bursar@unco.edu or 970-351-4UNC. Thank you.

If you no longer want someone to be an authorized user on your account, you can click on the gear under action and remove the authorized user.

11. Your authorized user will receive their own user name and password and will use that information on the site https://epay.unco.edu/C21598_tsa/web/login.jsp.

**Authorized Users**

Login for parents or others who have been granted access.

Email: _____

Password: _____

[Login]

Forgot your password?
Have a temporary password emailed to you.

**Welcome**

Welcome to University of Northern Colorado Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.

Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to bursar@unco.edu.

**Student Account Suite Features**

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.
- Set up your bills to be paid automatically.

Payment Plan Management

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.
- Schedule future installment payments.