

Using Bear Pay



UNIVERSITY OF
NORTHERN
COLORADO

1. Log into Ursa at <https://ursa.unco.edu> using your University of Northern Colorado Personal Digital Identity (PDID) information (network username and password). *(Not shown)*
2. Click on the **Financial** tab. *(Fig. 1)*
3. Click on the **Pay/View eBill** or **Bear Pay** link found in the **Billing** section under **Billing and Financial Aid**. *(Fig. 2)*
4. On the **Account Detail for Term** screen, click on the **Pay/View eBill** or **Bear Pay** button to access the payment page. You may select a term from the drop-down menu and scroll down to view account details but you do not need to. *(Fig. 3)*
5. To enroll in Bear Pay, click on the **Payment Plans** link. *(Fig. 4)*
6. On the **Payment Plans** screen, follow the instructions to enroll in the Bear Pay Payment Plan.

Please be aware that a processing fee is added on to all payments made via credit or debit card. This fee will show as a separate processing charge on your bill. This processing fee goes directly to the card processor company, not UNC. To avoid the fee, select to pay your Bear Pay installments with a bank account.

Fig. 1

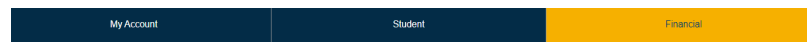


Fig. 2

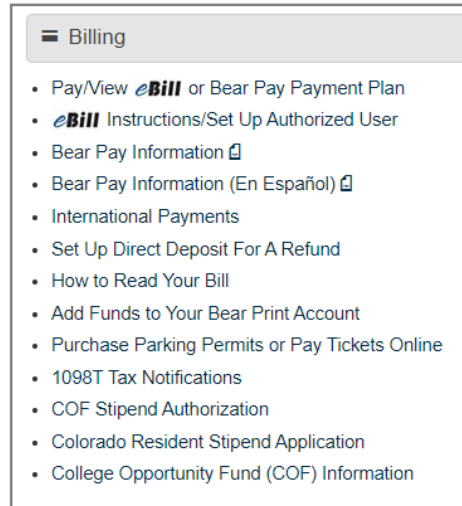


Fig. 3

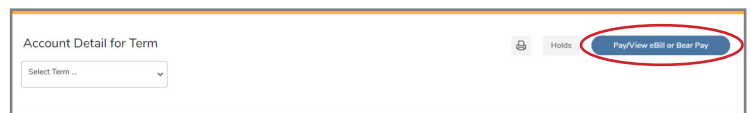
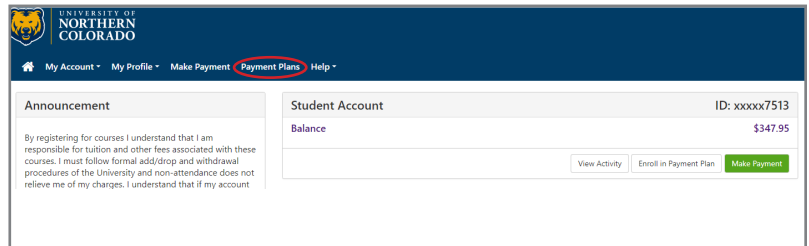


Fig. 4



NEED HELP?

Technical Support:

Technical Support Center is available at 970-351-4357 or online at help.unco.edu

Billing Assistance:

Questions about your student bill?
Call 970-351-4862 option #3 or email bursar@unco.edu

Adding an Authorized User



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1. To give an Authorized User access to eBills or Bear Pay: Log into Ursa at <https://ursa.unco.edu> using your University of Northern Colorado Personal Digital Identity (PDID) information (network username and password). (*Not shown*)
2. Click on the **Financial** tab. (*Fig. 1*)
3. Click on the **Pay/View eBill** or **Bear Pay** link found in the **Billing** section under **Billing and Financial Aid**. (*Fig. 2*)
4. On the **Account Detail for Term** screen, click on the **Pay/View eBill** or **Bear Pay** button to access the payment page. You may select a term from the dropdown menu and scroll down to view account details but you do not need to. (*Fig. 3*)
5. Under My Profile Setup, click on the **Authorized Users** button. (*Fig. 5*) Then click **Add Authorized User** (*Fig. 6*). Once you enter in their email address, and click continue, the user will receive an automated email with login information and will have a limited time to create account to access your billing, payment, and account activity.

***Note: Authorized User access does not provide the same access as a FERPA Proxy!**

Fig. 5

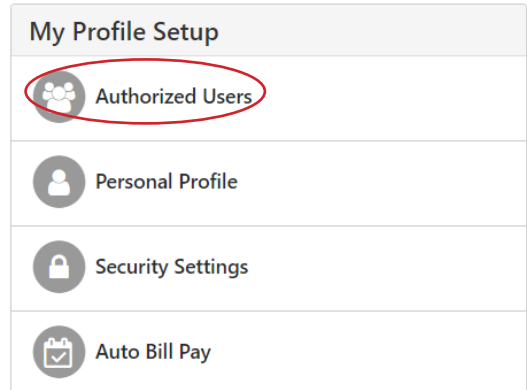
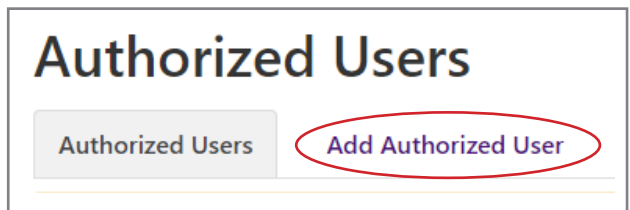


Fig. 6



Adding a FERPA Proxy

FERPA Proxy is needed if a parent or guardian is calling into Bear Central.

1. Log into Ursa at <https://ursa.unco.edu>.
2. Click on the **Student** tab.
3. Under **Student Applications**, click on **Parent or Guardian FERPA Proxy**. (*Fig. 7*)
4. Click on **Add New** and complete the information. (*Fig. 8*)

***Passphrase is required as this is how the caller is identified. This is a key word/phrase your proxy must remember.**

Fig. 7

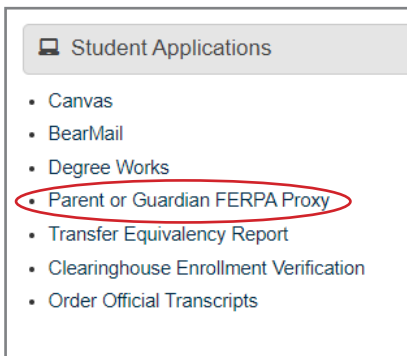


Fig. 8

