



UCHICAGO

Office of the University Bursar

Guide to Creating an Authorized Payer

1) Login to [my.UChicago](https://my.uchicago.edu).

Go to the Finances tab and access the Quick Links under Account and Billing. There click on [EBill/EPay](#).

2) Under Authorized Payers click on Add New:

Authorized Payers

[Add New](#)

You currently have no Authorized User Names set up.

3) Enter the following information for the Authorized Payer you wish to add.

You will need name, address, and email information.

You will begin by creating a unique Authorized User Name. This name will be their Authorized User Name for login.

Notice about Parents or Authorized Users:

Parents or Authorized Users have access only to make payments, payment plans, payment history, and balance on the student account.

They do NOT have access to financial aid, grades, or other online student information.

Authorized User Name

*

First Name

*

Last Name

*

Email Address

*

Confirm Email Address

*

Relationship to Student

*

Phone Number

Address Line 1

Address Line 2

City

State

Zip

Add a note to the welcome email (optional)

...

Should this person...

be allowed to log in?

Yes No

have permission to access electronic bills and if so,
also receive electronic bill email notifications?

Access & Receive Emails ▾

have permission to access 1098-T/1098-E forms and if
so, also receive 1098-T/1098-E form email notifications?

Access & Receive Emails ▾

receive Installment Payment Plan email notifications?

Yes No

be allowed to receive SMS (text message) notifications?

Yes No

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

OK

Cancel

4) When complete click on OK.

5) Your Authorized Payer will receive an invitation email with the following information:

Your login information is:

Authorized User Name: test123456

Password: tj8kzaJeN

To access the account, please click the link below: Link

6) They will be asked to change their password and enter a security question upon initial login.

Change Password

To protect the privacy of your account, please enter a new password at this time.

Old Password	<input type="password" value="*****"/>	=	Password must have: <ul style="list-style-type: none">• At least 8 characters.• 2 letter(s).• 2 non-letter(s).
Enter New Password	<input type="password" value="*****"/>	=	
Confirm Password	<input type="password" value="*****"/>	=	

Continue

7) Your Authorized Payer has access to make payments, view bills, 1098-T/1098-E forms and, if eligible, enroll in an Annual Payment Plan.

You may enter up to 10 Authorized Users to access your account.

Please contact bursar@uchicago.edu with any additional questions or concerns.