



## How to Sign Up Your Parent/Guardian as an Authorized Bill Payer

You can now assign anyone to view your billing summary and make payment(s) online on your behalf.

### **Authorized users can**

- see payment history
- save payment information for future use
- receive instant email confirmation
- email additional payment confirmation to the recipient(s) of their choice

## To Create an Authorized User ID(s)

1.) Log on to your E-Bill through LConnect

2.) Click the "Pay online using a credit card" button to be connected to the payment gateway

Term Totals	Amount
Balance Forward:	\$ .97
Current Term Charges:	\$ .00
Current Term Credits:	\$ .00
<b>AMOUNT DUE by August 02, 2010:</b>	<b>\$ .97</b>

If you have questions concerning the E-Bill, contact the Student Service Center at SSC@wit.edu or 617-989-4020 or 800-222-9368. Wentworth reserves the right to refer delinquent accounts to an outside agency, and additional fees may be incurred. Financial aid is subject to verification and may change based on the results of verifying the information reported on the FAFSA. Visit the [Financial Aid Online Portal](#) for a detailed view of your financial aid award.

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[Pay online using a Credit Card](#) We accept VISA, MASTERCARD, AMERICAN EXPRESS and DISCOVER

3.) Click "CONTINUE" to be linked to the payment gateway page

Please click the CONTINUE button for credit card payment.

[CONTINUE](#)

RELEASE: 8.1

4.) Scroll down to the Authorized User IDs tab and click the "Add New" Link

**Authorized User IDs** [Add New](#)

You currently have no Authorized User IDs set up.

5.) Fill out the form and click the "OK" button

**Notice about Parents or Authorized Users:**

Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Authorized User ID

Email Address

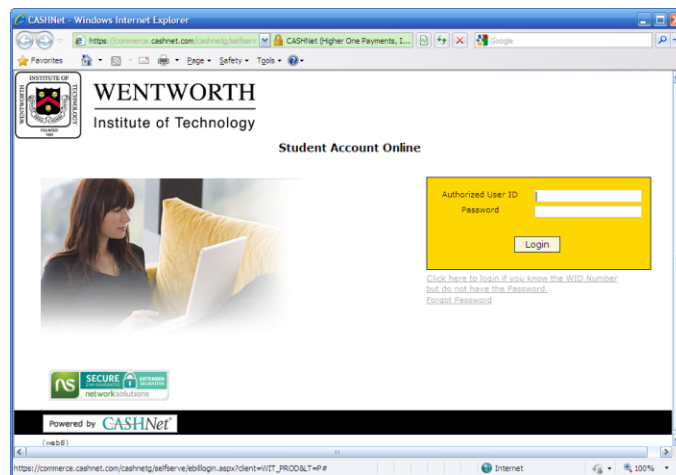
Add a note to the welcome email (optional)

Should this person...  
be allowed to log in?  Yes  No

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

If done correctly your authorized user will receive an email from [ssc@wit.edu](mailto:ssc@wit.edu) with a User ID and password. The email will also give you the link to the payment portal. Follow the instructions from there to set up your account and make payments.

<https://commerce.cashnet.com/witpay?LT=P>



**One-Time Guest Payment**

Don't want to grant anyone access to view your billing summary? No problem!!

All your bill payer needs to know is your WID number and last name. To make a one-time guest payment online go to <https://commerce.cashnet.com/witpay> and click the link right below the login box. The bill payer will receive an email confirmation once the transaction is processed.

