

INSTRUCTIONS TO SET UP *PARENT PIN/ AUTHORIZED USER FOR EBILLING AND PAYMENTS

**Authorized User may be referred to as Parent PIN or vice versa.*

STEP 1 – STUDENT

- Student must login to the [Web Information System](#).
- Click Student Services & Financial Aid
- Click Student Accounts
- Click e-Bills and e-Payments
- Click Connect to e-Bill and e-Payment

STEP 2 – STUDENT

Scroll to Authorized User Maintenance/Parent PIN – Click ADD NEW

Published eBills may not be the most up to date balance on your s occurred. For your most current balance please view the Banner S

To pay by international wire go to
www.peertransfer.com/WPI

Account Balance & Make Payment

Current Balance does NOT display credit balances.
Current Balance \$23,877.00
[Click here to make a payment](#)

eRefund Maintenance

[Enroll in eRefund](#)

Authorized User Maintenance

[Add New](#)
Authorized Users are set by the student.
You currently have the following Authorized Users set up.

Enter in the requested information – **IMPORTANT the Authorized User/Parent PIN must be a UNIQUE alphanumeric PIN - mom or dad will not work; the system will prompt you if the user name exists.**

Complete all information and click ok.

Authorized User	This must be a unique user name/ID	<input type="text"/>	*
First Name		<input type="text"/>	*
Last Name		<input type="text"/>	*
Email Address		<input type="text"/>	*
Confirm Email Address		<input type="text"/>	*
Relationship to Student		<input type="text"/>	*
Phone Number		<input type="text"/>	
Address Line1		<input type="text"/>	
Address Line2		<input type="text"/>	
City	All optional	<input type="text"/>	
State		<input type="text"/>	
Zip		<input type="text"/>	
Add a note to the welcome email (optional)		<div><div></div><div>^</div><div>v</div></div>	
Should this person...			
be allowed to log in?		<input checked="" type="radio"/> Yes <input type="radio"/> No	
have permission to access electronic bills and if so, also receive electronic bill email notifications?		<div>Access & Receive Emails</div> <div>v</div>	

STEP 3 – AUTHORIZED USER/PARENT PIN ACCESSING THE ACCOUNT

IMPORTANT: An email will be sent from Bursar@wpi.edu with a temporary password and user name. The Authorized User/Parent PIN must login **within 24 hours** to validate and change their password.

If you do not login within 24 hours, the student must go back to the eBill system and reset your password.

JOHN SMITH HAS CREATED AN ACCOUNT FOR YOU AT WORCESTER POLYTECHNIC INSTITUTE.

Your login information is:

Authorized User: MomSmith
Password: 7edjB3j5C

To access the account, please click the link below:

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

(If clicking the link does not work, please copy and paste the information into your browser.)

Login to https://commerce.cashnet.com/cashnetk/selfserve/ebilllogin.aspx?client=WPI_PROD& to change your password.

Change Password

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

Old Password	<input type="password"/>	*
Enter New Password	<input type="password"/>	*
Confirm Password	<input type="password"/>	*

Continue

Password must have:

- At least 8 characters.
- 2 letter(s).
- 2 non-letter(s).

Keep your password and Parent PIN - user name in a safe place.

To have your password reset please see below.

Helpful Information: Parent Portal – Proxy access through the Web Information System (view grades etc.) is a separate login and the parent/proxy may not link to the eBill CASHNet site from the Web Information System. The Authorized User/Parent PIN must login to the eBill site found [here](#) with the login credentials created above.

HOW TO RESET AN AUTHORIZED USER/PARENT PIN PASSWORD FOR THE EBILL SITE

STUDENT

Access the eBill site through the [Web Information System](#) – Select the user and click EDIT

Authorized User Maintenance

[Add New](#)

Authorized Users are set by the student.
You currently have the following Authorized Users set up.

Sally Smith	Edit Delete
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Click Reset Password

OKReset PasswordCancel

Click continue

You are about to reset the password for: MomSmith.

For security reasons, if this user has saved any payment methods for future use, they will no longer be available after this password is reset.

Do you want to continue?

ContinueCancel

An email will be sent to the Authorized User/Parent; again, this person must login within **24 hours**.

For additional helpful information, including deadlines and policies please visit www.wpi.edu/+bill or contact us at bursar@wpi.edu.