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
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.
**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 Use/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.*


<table>
<thead>
<tr>
<th>Change Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>To protect the privacy of your account, please enter a new password at this time.</td>
</tr>
<tr>
<td>Old Password</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Password must have:</strong></td>
</tr>
<tr>
<td>• At least 8 characters.</td>
</tr>
<tr>
<td>• 2 letter(s).</td>
</tr>
<tr>
<td>• 2 non-letter(s).</td>
</tr>
</tbody>
</table>

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](https://commerce.cashnet.com/cashnetk/selfserve/ebilllogin.aspx?client=WPI_PROD&) 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](image)

Click Reset Password

![Reset Password](image)

Click continue

![Password Reset Confirmation](image)

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.