

# *E-Billing & Authorized Users*

## **How will I receive my bill?**

You are notified via your University email address when your student bill is available to view. You can log into the billing site with your Net-ID and password by clicking on the link in the email. Check your Whitewater e-mail account on a regular basis to avoid missing important billing information. Be sure to keep adequate space in your inbox.

## **How can I view my account?**

Student account summaries are available to view on WINS. Once logged in, click on "Account Inquiry" to show account details. You can also get to the billing site by clicking on the "Make a Payment" link from your Student Financial Account.

## **Can my parents view my bill online?**

Students can set up authorized users through the billing site. Log in to WINS, click on "Student Financial Account". Click on "Make a Payment", this will launch you into Nelnet (login and password are the same as your WINS). Once you are logged in, click on the "Authorized Payers" tab and click on "Add New". After the authorized user is set up, that person will also receive future notifications when there is a new bill to review.

Setting up an authorized payer on the billing site does not allow that person to receive information when calling the Student Accounts office. A separate Authorization for Release of Information form needs to be completed and sent to our office. You can download it from our website.

Once an authorized payer is set up they can log in at [www.uww.edu/studentbilling](http://www.uww.edu/studentbilling) and select "Authorized Payer Log In to Student Billing".

## **For More Detailed Information**

Student Accounts: <https://www.uww.edu/adminaffairs/finance/sfs/billing-information>