Parent Guest Payment Steps

In order for a parent or guest to make a payment on a student’s account, the student must first complete the steps below in order to authorize the user. IMPORTANT: If you have more than one student attending you must complete this process for each child to assure payments are credited to the appropriate student account.

Steps for the Student:

Logon to: VIP (Vulcan Information Portal)

Click on the Billing Tab:

Under the Billing Basics section:

- Click on the Parent and/or Guest Payment Authorization link.
- This will take you to the billing Home page. Click on Authorized Users tab.
- Click on Add an Authorized User.
Enter the e-mail address of the person you are authorizing to make payments on your account.

You can determine if you want the authorized person to view your payment history by clicking the radio buttons.

Click on Add User.

Read the Agreement and check the I Agree box and click on the Continue button.

You will receive the following message and an e-mail will be sent to the e-mail address that has been granted authorization.
**Steps for the Authorized User:**

Once you receive an e-mail from the Bursars at CUP stating that the student has granted you access to his or her online billing information, follow the instructions to log onto the secure site. In the lower left box titled **Authorized Users**, key in your e-mail address and the initial password that was sent to you via e-mail.

**Special Note:** If you do not see a response in your e-mail within 10 minutes – please check your spam mailbox. You will need to authorize this domain as an approved sender.

Complete the Profile Setup and change your password and include a password hint.

You now have the ability to make a payment on the student’s account.