

How to create, edit or delete payment profiles

Payment profiles can only be viewed, edited or deleted by the student or authorized payer who added the payment profile.



Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu.) (Authorized payers log in to [CUBill&Pay](#) and go to step 4 below.)

example

Log in to **Buff Portal**

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Continue

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Balance Summary** and **View/Pay Bill**.

TUITION & FEES example :

< Balance Summary

Tuition & Fees

Main Campus Balance ⓘ	\$2,196.42
Main Campus payment plan?	Yes
Continuing Ed Balance	\$640.50
Continuing Ed payment plan?	No

[VIEW/PAY BILL](#) ↗

[VIEW PAYMENT PLANS](#) ↗

Financial Aid

If you're interested in receiving financial aid, complete the FAFSA and add CU Boulder's school code (001370). The school code is important so we know you want aid as a Buff!

If you already did the FAFSA, view the financial aid card to make sure your aid is ready to apply to the bill. Check your to-do items, accept any offered aid and review your SAP status.

[VIEW FINANCIAL AID](#)

Step 3: Select **Payment Profiles** and then click on the profile you want to edit.
To create a profile, click **Add Credit/Debit Card Profile** or **Add eCheck Profile**.

example

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Payment Profiles

Saving an eCheck payment profile containing your banking information on this secure site allows you to make future payments easily and quickly.

- Your existing payment profiles are listed below.
- To add a new eCheck profile, click **Add eCheck Profile**.
- To add a new Credit/Debit card profile, click **Add Credit/Debit Card Profile**.

[+ Add Credit/Debit Card Profile](#) [+ Add eCheck Profile](#)

PROFILE	USED BY	DELETE
mamabuff (CHECKING ending with 6789)	Payment Plans	

Step 4: To add or edit a profile, enter new information and click **Save**.

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Edit ECheck Profile example

Please enter your check information in the following fields, and then click "Save".

NOTE: All fields are required. Please be aware that not all payments from brokerage, mutual fund, money market, credit card check, and home equity accounts can be made online. Please check with your bank representative.

For help, please click on the question mark next to a field.

Required fields are marked with an *

Profile Information

Profile Name: mamabuff

Account Information

Holder's Name*:

Account Type*:

Routing Number*: ?

Account Number*: ?

NOTE: Account number re-entry required for any profile modification.
Current Account number is ending with 6789

The profile has been updated successfully when you see the message below.

example

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- To add a new eCheck profile, click **Add eCheck Profile**.
- To add a new Credit/Debit card profile, click **Add Credit/Debit Card Profile**.

 The payment profile has been updated successfully!

[+ Add Credit/Debit Card Profile](#) [+ Add eCheck Profile](#)

PROFILE	USED BY	DELETE
mamabuff (CHECKING ending with 4321)	Payment Plans	