Guide to Creating a UChicago Authorized Payer Portal

1) Login to my.UChicago: Go to Finances – myAccount – EBill/EPay

2) Select the Link that is your name. It will be the first link on the navigation menu, on the left side of the website.

3) The link will open your profile page. Under the Payers heading you will select the link, “Send a payer invitation.”
4) The link will open the Payer Invitation window, which includes the required form fields that must be completed for the payer you would like to add to your account which include: FirstName, Last Name, Email address, and Confirm email address.

5) After completing the form fields, under the Payer access heading there will be two check-boxes that are automatically selected for you, “Allow access to statements”, and “Allow Access to tax forms,” you can change those options if you would like.

6) The last form field is optional, Message to payer, which allows you to include a message in the email invitation to the payer. After you have completed all the required fields you will select the Send Invitation button.
7) When the email invitation has been successfully sent to the payer, a new confirmation window will open. From there you have the option to select the Invite another payer button or select the Close button to return to your profile page.
Success! An invitation has been sent to Test Test

Access your profile page to edit existing payers or invite new payers.

Invite another payer

Close