Student Instructions
for Parent/Guardian/Spouse Access to Pay

Students must authorize a Parent (Payer) access to their secure payment portal. *This is a separate process from the GUS-based "Authorized Release of University Records (xProxy)".* The Authorized Release of Records does **NOT** need to be done to setup Parent Payer Access. Follow the student instructions below to send an invitation and parent instructions for accepting the invitation and setting up access.

Student Instructions:

Setting up Payer Access

1. Sign into the Gus Portal page. Locate Gus Classic (may need to search for it)
2. Select the Personal Information Menu from the column on the left.
3. In the Student Account Section, click on **Secure Payment Portal**. This will direct you to our 3rd party payment processor.
4. In the Overview screen, select My Account. Click on **Send a payer invitation** and complete the requested information:
   a. First Name – payer's first name
   b. Last Name – payer's last name
   c. Email Address – payer's email address
   d. Confirm Email Address – enter payer's email address again
   e. Payer Access – checkmark if you want to **Allow access to statements**
   f. Message to Payer – type in a message to let the payer know you are giving them access
   g. Click **Send Invitation**
   h. The payer will receive an email from **cash** titled *Student Name* **has created an account for you at Pittsburg State University.**
      i. If the payer does not see an email like this in their inbox have them check the spam/junk folder.

5. You can add additional payer's to your account following the process above or you can click on the 'X' to close the Payer Invitation screen.
6. You should be back on the My Account screen and see if the payer you just added under the **Payers Section.**

Resend Payer Invitation

1. If you need to resend the payer invitation repeat steps 1-3 above to get back to the **Payers** section.
2. Locate the payer you need to resend the invitation for and click on the pencil icon (edit) to the right of the payers name
3. In the Payers window, down at the bottom click on **Resend payer invitation**.
   a. The payer should receive an email from **cash** titled **Your password has been reset**.
   b. If the payer does not see an email like this in their inbox have them check the spam/junk folder in their email.

Remove Payer Access

1. Repeat steps 1-3 under Setting up Payer Access to get back to the **Payers** section
2. Locate the payer you want to remove and click on the pencil icon (edit) to the right of the payers name.
3. In the Payers window under Payer access you can click on Remove payer to remove the selected payer from your account.
4. You will see a popup saying Are you sure you want to remove this payer?
   a. Keep Payer – chose to keep the selected payer active on your account
   b. Remove – chose to remove the selected payer from your account.