**Parent (Payer) Access Instructions:**

Students must authorize a Parent (Payer) access to their secure payment portal. *This is a separate process from the GUS-based "Authorize Release of University Records (eProxy)".* Follow the student instructions below to send an invitation and the parent instructions for accepting the invitation and setting up the access PIN.

**Student Instructions:**
1. Sign-in to GUS Classic at https://go.pittstate.edu/gus, using a Firefox or Google Chrome browser.
2. Click on the *Secure Payment Portal* in the *Student Account* section of your *Personal Information* menu. This will direct you to our 3rd party payment processor.
3. In the Overview screen, click on *Send a payer invitation* and complete the requested information:
   o First name – payer's first name
   o Last name – payer's last name
   o Email address – payer's email address
   o Confirm email address – enter payer's email address again
   o Payer access - checkmark if you want to allow access to the billing statement
   o Message to payer – this is a personalized message from you to the payer
4. Click *send invitation*. Another payer can now be added or you can navigate back to the Overview screen.
5. In the menu, click on your name. The payer that was just added is now listed in the Payers box.

**Parent Instructions:**
1. Click on the link in your email that was used to setup the parent pin.
2. Enter your Parent PIN and temporary password that was provided in the email and click the login button.
3. As prompted, select a new password and click submit.
4. You may now make payments, view statements, enroll in payment plans and/or automatic payments, and save payment methods.

To make future payments, use the *Parent Payment* button on our website at www.pittstate.edu/office/cashier.