

► AUTHORIZED PAYERS ◀

Contact Edgewood Central at (608) 663-4300 with any questions

Become an Authorized Payer

Students may authorized payers to view and pay student bills. In order for a parent to be able to view their student's bill they MUST be set up as an authorized payer.

If you are already set-up as an authorized payer please go directly to our [online payment site](#) to login and make a payment.

Instructions to become an authorized payer:

Your student logs onto [Edgewood Express](#) > My Account Info > Manage and Pay My Bill

- Select- Authorized Payer User Names
- Add New
- Create an Authorized Payer User Name- a unique user name, such as MSmith23
- Enter the email of the Authorized Payer
- Select “yes” to the following questions:
 - Can this person login?
 - Can this person get bill notification by email?
 - This means that every time Edgewood College sends out an e-bill notification via email the authorized payer will receive a copy as well to their preferred email address.
- The authorized payer **will be notified via email**. The email will contain a temporary password and a link to [CASHNet](#)
 - **This temporary password will expire in 10 days**. Be sure to change it as soon as you log in for the first time under your new Authorized Payer User Name.

Authorized payers:

- Edgewood ebill notifications will be sent to your email address
- You may go to [CASHNet](#) and make payments and/or enroll in a payment plan
- Online payment methods
 - Electronic payment from checkins or savings- no service fee (bank account number and routing number is needed)
 - Credit card- non-refundable 2.75% convenience fee is applied