

Parents are not automatically authorized to access a student's WILpay account. For a parent to make payments, set up a monthly payment plan, view account activity and receive bills, the student must add the parent (or other) as an authorized user. There is no limit on how many PINs may be established, and it is not limited to parents. The following steps demonstrate how to set up a user PIN. Once a PIN account is complete, the user will receive a welcome email containing his/her PIN and temporary password. The user will then have access to login through the parent/authorized user access link located just below the student login window.

1. Go to the Wilmington College website:
www.wilmington.edu

Scroll to bottom of webpage.
Click on "WILpay Login".

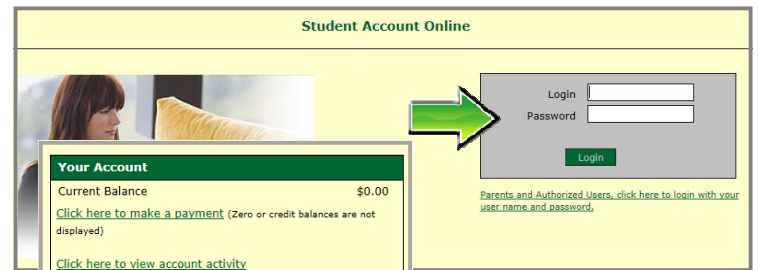


2. Enter your **WC Network User Name & Password**.

Click on "Login".

This is the same user name and password used to connect to the WC network or your WC OWA Email (web email).

First-time WC students: your Network, WILpay, WCportal and WC Email **User Name and Password are the same.*



3. Click on "Add New" under the **Parent PINs** heading.
4. Complete the parent PIN profile by populating each field. An asterisk(*) indicates required fields.
5. Select the desired login permissions and email notification and click "OK". *The user will receive a welcome email with his/her PIN and temporary password.*
6. An authorized user then will sign in through the link just below the login box.

