

How to add a Parent User to your BARC Account

The BARC Account belongs to the student and they are the only ones who can add Parent User(s) or other Payers to their account.

STEP 1

Student logs on to their MyBARC Account at <https://mybarc.ucsb.edu/SIWeb/login.jsp> using their UCSBNetID and Password:



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Student Access *Parent/Faculty/Staff Access*

UCSBnetID
Password
Student Login

Need a UCSBNetID?
If you do not have a UCSB Net ID and you are a currently registered student, sign up at [UCSB Identity Manager](#).

Forgotten your password?
If you have forgotten your password, click [here](#) to retrieve your password.

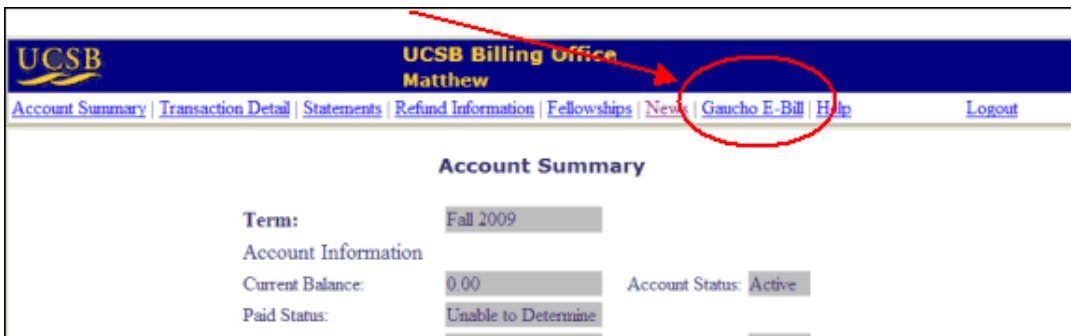
[Go to PARENT Login to Gaucho E-Bill Website](#)

For security purposes, PARENT User Name and Password are created and maintained solely by STUDENT Account holders.

BARC News

STEP 2

Select Gaucho E-Bill:



UCSB UCSB Billing Office Matthew

[Account Summary](#) | [Transaction Detail](#) | [Statements](#) | [Refund Information](#) | [Fellowships](#) | [News](#) | [Gaucho E-Bill](#) | [Help](#) | [Logout](#)

Account Summary

Term:

Account Information

Current Balance: Account Status:

Paid Status:

Continue on next page...

STEP 3

Go to the “My Account” - “Payers” section and Select “Send a payer invitation”

The screenshot shows the 'My Account' page for 'Test Student' at the University of California, Santa Barbara (Training). The page is divided into several sections:

- Basic information:** Name: Test Student; Student ID: 00[redacted]
- Payment methods:** Add payment method
- Payers:** Do you know someone that would like to help you pay? Invite them to have access to your account! Send a payer invitation
- Direct deposit refunds:** Receive refunds and disbursements faster with direct deposit. eRefund Sign up
- Privacy & terms**

The 'My Account' menu item in the sidebar and the 'Send a payer invitation' link are circled in red.

STEP 4

In the “Payer information” section, the Student enters the first name, last name, email address, and confirmation of the parent's email address.

The screenshot shows the 'Payer Invitation' modal form. The background is dimmed, and the modal is overlaid on the right side of the page. The modal contains the following sections:

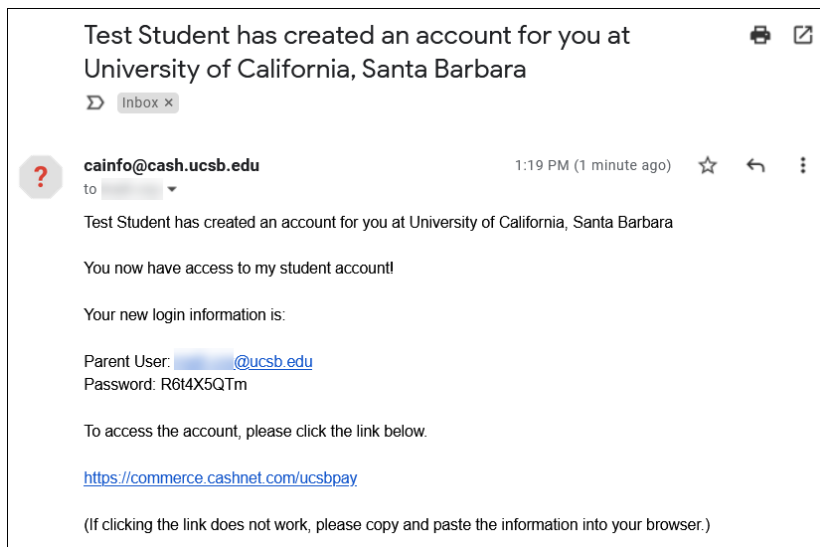
- Payer information:**
 - * First name: Parent
 - * Last name: User
 - * Email address: [redacted]@ucsb.edu
 - * Confirm email address: [redacted]@ucsb.edu
- Payer access:**
 - Allow access to statements
- Message to payer:**
 - You now have access to my student account!
 - Maximum 250 characters
- Buttons:** Cancel, Send invitation

If you would like your parent to also have access to your student billing statements, select "Allow access to statements." You may also enter an optional message to be included in the welcome email.

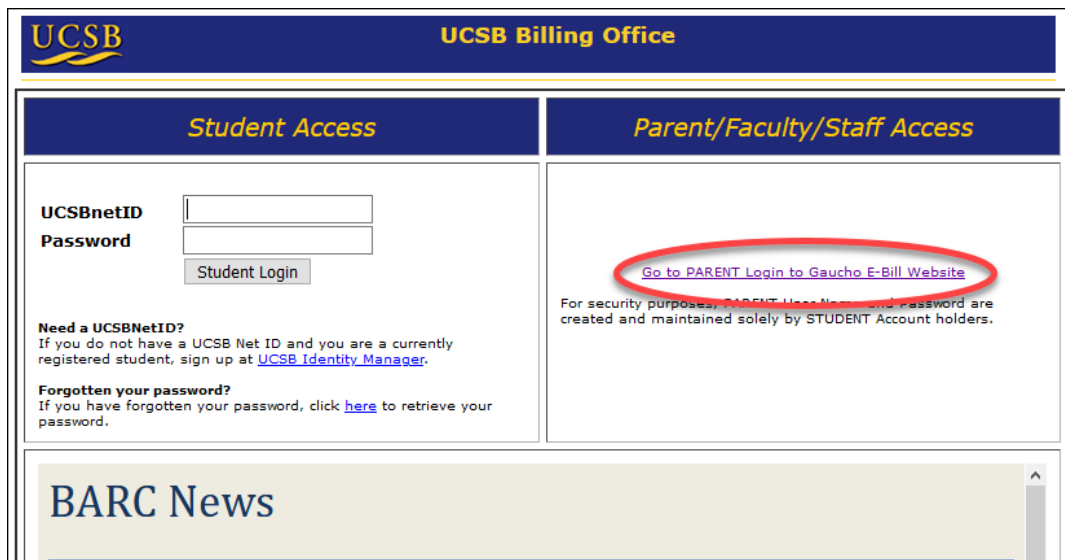
Click "Send invitation" and a confirmation screen will appear. Within a few minutes the new Parent User will be sent a welcome email containing a temporary password.

STEP 5

The Parent User will receive an email such as this example:



To log in, the Parent User can click the link <https://commerce.cashnet.com/ucsbpay> or can go to the same log-in screen at <https://mybarc.ucsb.edu/SIWeb/login.jsp> and click the link on the right side of the page to log in:



Continue on next page...

The new Parent User enters their User Name (email address) and the Temporary Password at the login screen.

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UCSB Billing Office - Gaucho E-Bill_

Parent User [Forgot Password](#)

Password

Billing Cashier Hotline - 805-893-2177
Billing Cashier
University of California, Santa Barbara
1212 SAASB
Santa Barbara, CA 93106-2003

[Use of Personal Information](#) (webce-000H)

They will be immediately asked to change that temporary password.

UC SANTA BARBARA

UCSB Billing Office - Gaucho E-Bill_

Test Student

Change Password

To protect the privacy of your account, please enter a new password at this time.

Old Password *

Enter New Password *

Confirm Password *

Password must have:

- At least 7 characters.
- 4 letter(s).
- 2 non-letter(s).

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Continue on next page...

Next, they will set up a secret question and answer that can be used to verify their identity if they need to reset their password.

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UCSB Billing Office - Gaucho E-Bill_
Test Student

If You Forget Your Password...

Please select a secret question and answer below. If you forget your password, we will use this secret question to verify your identity.

Secret Question	<input type="text" value="In what city were you born?"/>
Secret Answer	<input type="text" value="*****"/>

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