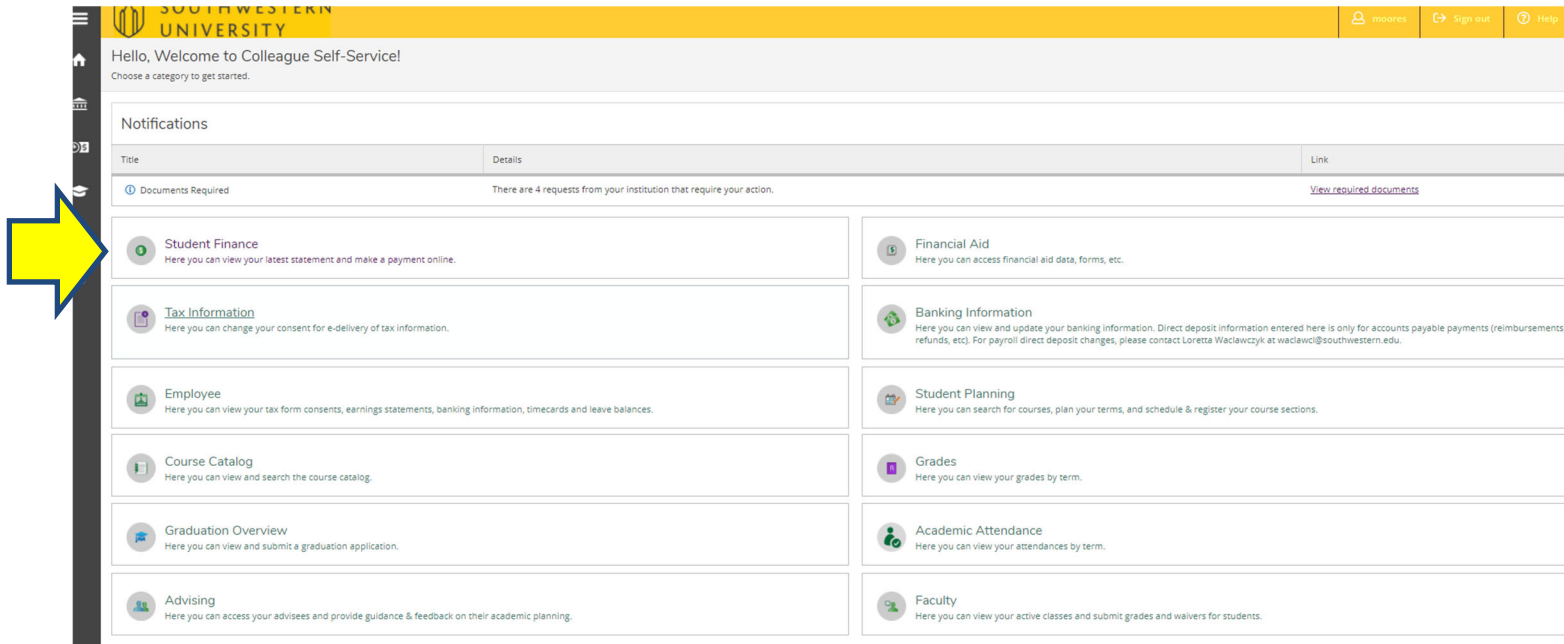


# Accessing On-Line Student Account Detail & Transact Payments Portal

Students must log into their SU Self Service account to access the screen below.



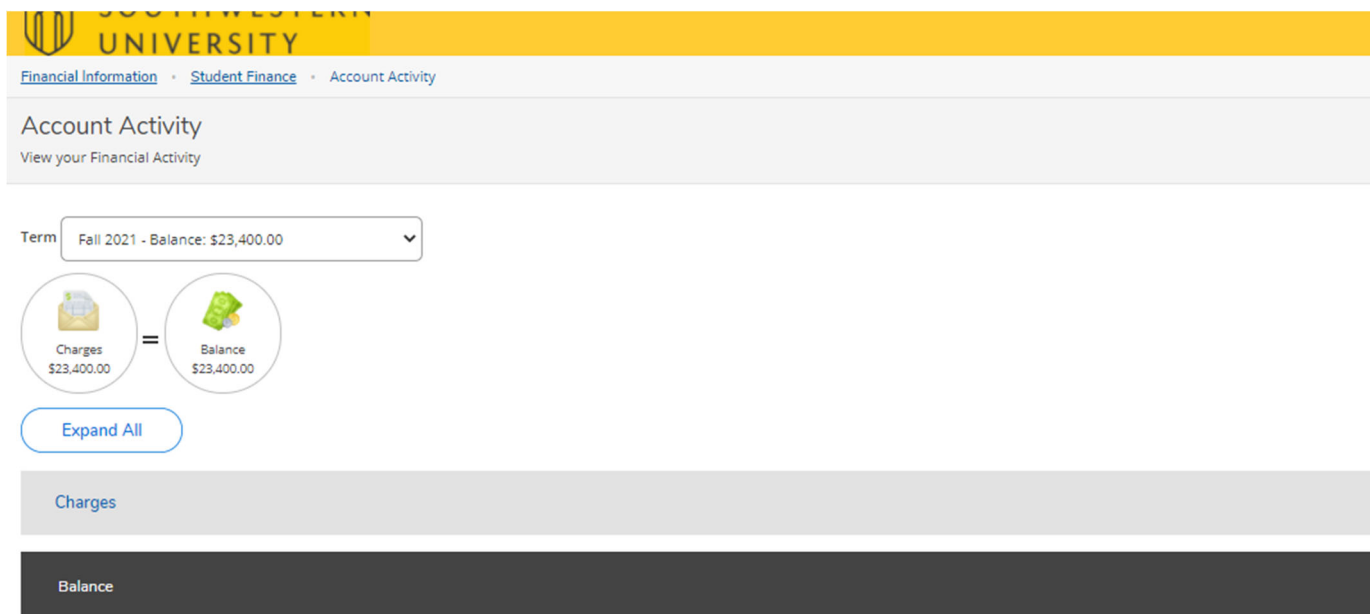
The screenshot shows the Southwestern University Colleague Self-Service portal. The header includes the university logo and navigation links for 'moore', 'Sign out', and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' A 'Notifications' section at the top indicates '4 Documents Required' with a link to 'View required documents'. The left-hand menu, highlighted by a yellow arrow, contains the following links:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**: Here you can view and search the course catalog.
- Graduation Overview**: Here you can view and submit a graduation application.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.

The right-hand menu contains the following links:

- Financial Aid**: Here you can access financial aid data, forms, etc.
- Banking Information**: Here you can view and update your banking information. Direct deposit information entered here is only for accounts payable payments (reimbursements, refunds, etc). For payroll direct deposit changes, please contact Loretta Wacławczyk at waclawl@southwestern.edu.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Academic Attendance**: Here you can view your attendances by term.
- Faculty**: Here you can view your active classes and submit grades and waivers for students.

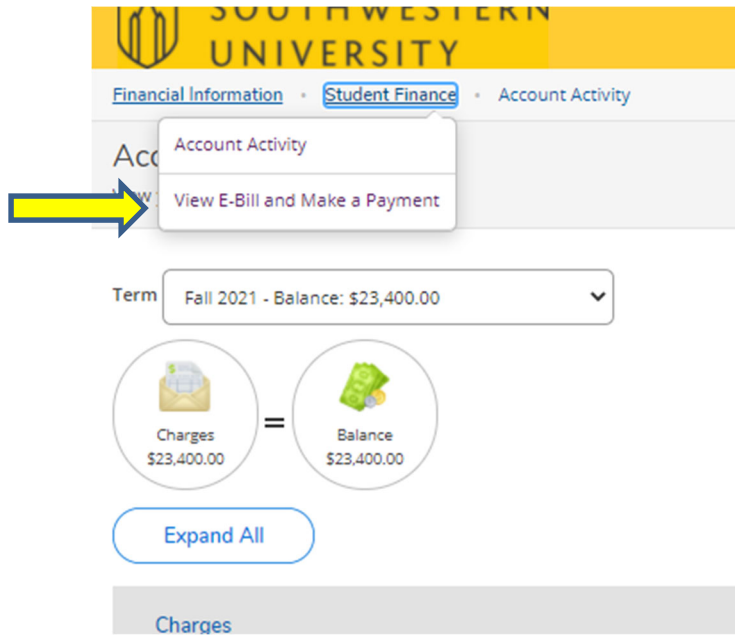
The student account links are found in the “Student Finance” section:



The screenshot shows the 'Student Finance' section of the Colleague Self-Service portal. The 'Account Activity' tab is selected, displaying 'View your Financial Activity'. The 'Term' dropdown is set to 'Fall 2021 - Balance: \$23,400.00'. Below this, a visual representation shows 'Charges \$23,400.00' equal to 'Balance \$23,400.00'. An 'Expand All' button is visible. The 'Charges' section is currently collapsed, and the 'Balance' section is also collapsed.

- The term balances mentioned here are current, term based, real time and do not reflect confirmed financial aid that has not been disbursed yet.

- The “View E-Bill and Make a Payment” link is used to access e-bills, make ACH and credit card payments, set up or change Payer access, enroll in and manage payment plans, see recent on-line payments, and set -up or change text or email notifications.



## **“View E-Bill & Make a Payment ” link**

- To continue to the student account Transact Payments Portal, the link “Student Account Information” must be selected.



SOUTHWESTERN  
UNIVERSITY

[Financial Information](#) • [Student Finance](#) • [View E-Bill and Make a Payment](#)

## View E-Bill and Make a Payment

Click on the link below to be connected to Transact Payments to access your Southwestern University student account information to do the following:

- View your Electronic Statements (E-bills)
- View your account balance by term & make an ACH or Credit Card payment
- Make an International payment
- Enroll in a monthly Payment Plan
- View your recent payments made on-line
- Set-up & manage Parent or Authorized user PINs
- Manage any saved ACH or credit card payment methods

In order for your parent or other designated person to be able to access your student account information, **you must first send a payer invitation to the individual by going to the "My Account" section in the top left corner of the next page & completing the invitation process.** Once you have completed the set-up process, the authorized individual will be sent an email with their ID, temporary password, and the necessary link to access your account. Authorized users will only have access to see E-bills, to see account balance and payment history, to make payments on the account, and to set up their own email and text notifications. They do not have access to financial aid, grades, or other online student information.

Continue to [Student Account Information](#)



## Wire Transfers via Western Union Business Solutions

- International payments can be made in Transact Payments using the link above.
- Those wishing to make payments to the student account via wire transfer or international electronic transfer using Western Union Business Solutions GlobalPay for Student should select the following link: [Western Union](#)

- **Selecting the link above will take you to your student Transact Payment Portal main screen to do the following things: (See next page for picture of the screen layout.)**
  - ✓ **View account balance by term**
  - ✓ **Access E-bills**
  - ✓ **Make ACH or credit card payments**
  - ✓ **Make international payments**
  - ✓ **Enroll in the SU Payment Plan**
  - ✓ **View previous ACH or credit card payments made on-line**
  - ✓ **Manage any saved ACH or credit card payment methods**
  - ✓ **Set up or change text and email notifications**
  - ✓ **Give or remove Payers' access to e-bills and to make payments**
  - ✓ **Manage or make future payment plan payments**

# Student Transact Payment Portal Overview Screen

The screenshot shows the 'Overview' page of the Student Transact Payment Portal. A red circle highlights the left sidebar menu, which includes: Student Name, Overview, Make a Payment, Payments, Statements, and Sign Out. A red arrow points from this menu to a detailed view of the sidebar below. Yellow callout boxes with arrows point to: 'Notifications' (top right), 'E-Bills' (right side, pointing to 'View statements'), 'Payment Plan' (center, pointing to 'View payment plan options'), and 'Make Pmts.' (bottom right, pointing to 'Make a payment'). The main content area displays the student's balance as \$21,880, a summary for 20\_SP (Spring 2020), and a section for payment plans with a 'Need to enroll in a payment plan?' message.

This block shows a detailed view of the left sidebar menu. It includes the Southwestern University logo at the top, followed by the student's name 'Student Name' with a profile icon. Below this are five menu items, each with an icon: 'Overview' (house icon), 'Make a Payment' (credit card icon), 'Payments' (dollar sign icon), 'Statements' (document icon), and 'Sign Out' (logout icon).

Click NAME to access payers, saved payment methods, contact information, and notifications.

On the Transact Payments Portal Overview Screen, navigate either by using the menu options listed on the left side menu bar or use the other options shown at various places on the screen.

Please see the following pages for explanations for the Overview Screen and Payers section.

## Overview Screen

As shown on previous page, the overview screen is the default screen after log-in.

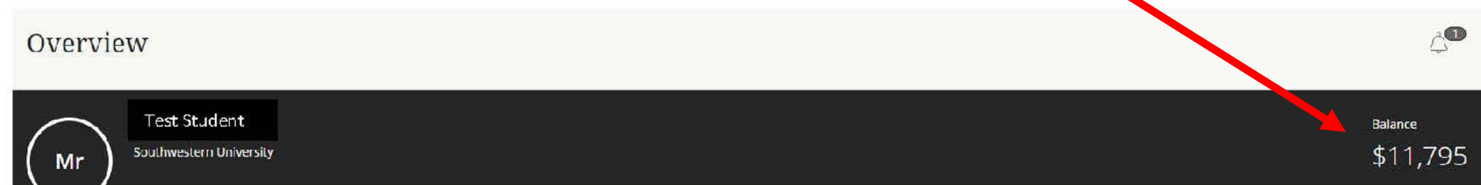
### 1. Notification Section –



- This section appears in the top right section of your screen.
- Some messages will automatically appear when you log in to your payment portal.
- Notifications will include important information about your account or holds placed on your account if applicable.
- Simply click the icon to view any messages that are present.

### 2. Balance & Summary Section & Access Statements–

- The overall student account balance appears at the very top in the black bar after the student name. This amount is the actual total balance due for all semesters on the student account.



Overview

Test Student  
Southwestern University

Balance  
\$11,795

- The Summary section then shows you the balance due by each term if applicable.



















Summary		<a href="#">View statements</a>
20_SP (Spring 2020)	\$102.00	
19_FA (Fall 2019)	\$279.00	
<b>Balance</b>	<b>\$381.00</b>	
<i>Minimum due</i>	<i>\$381.00</i>	

- Please note that the balance shown is after the deduction of confirmed financial aid. Pending aid such as outside scholarships are not factored into the amount seen.

- There is also a blue link in this section, “view statements,” that allows you to view the related statements.

Summary		
20_SP (Spring 2020)		\$102.00
19_FA (Fall 2019)		\$279.00
<b>Balance</b>		<b>\$381.00</b>
<i>Minimum due</i>		<i>\$381.00</i>

## **“Statements” Section –**

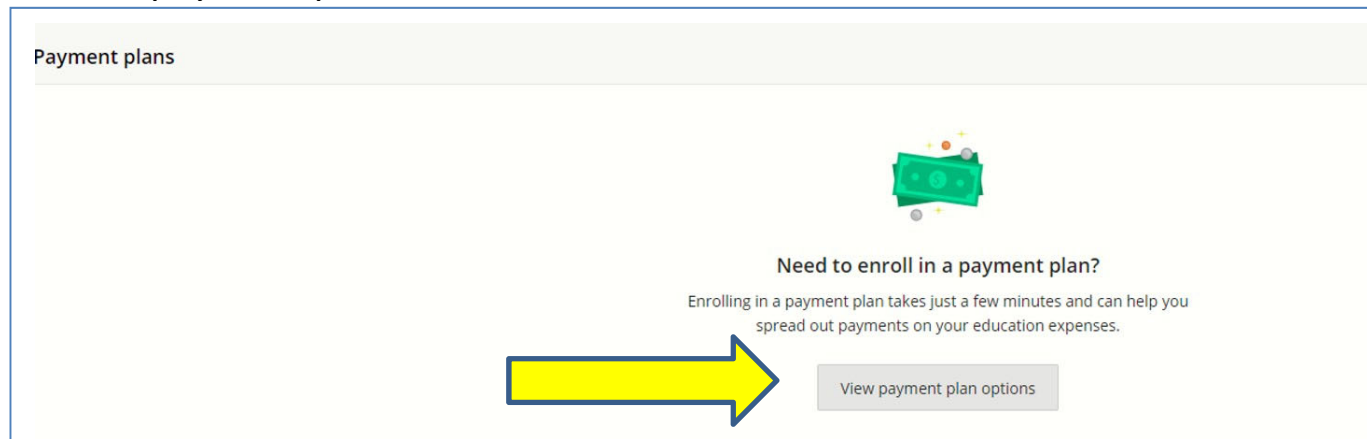
Statements			
Date	Description	View	Save
12/2/19	SWU Bill		
11/14/19	SWU Bill		
7/9/19	SWU Bill		
6/27/19	SWU Bill		
4/26/19	SWU Bill		
11/30/18	SWU Bill		
11/9/18	SWU Bill		
7/5/18	SWU Bill		
5/1/18	SWU Bill		

- This section is where you will view your most current and prior e-bills.
- Please keep in mind that e-bills are static in time based on the date of the e-bill and do NOT reflect real-time account balance changes. Students can access current student account detail updated every 24 hours by using the “Account Detail” link in WebAdvisor.
- Students will receive an email to their SU email account notifying them when a new e-bill is available! Reminder emails will also be sent if the e-bill is never viewed.
- Parents or other authorized payers will also be sent an email notification regarding e-bills if the notification is turned on.**

### 3. Payment Plan Section

#### A. Enrolling in a NEW Payment Plan

- If a balance is owed, this section will appear in the middle of the screen below the Summary balance to allow enrollment in the SU Payment Plan.
- Click the link that says “View Payment Plan Options” to sign up for a payment plan for that term.





- After the link is clicked the following sidebar will appear:

Overview

✕

Payment Plans

20\_SP

SU Spring 2020 Payment Plan

\$28,866

Amount you can enroll in plan

4 payments | \$25 enrollment fee

Payment Schedule

1

\$7,216.50

Payment due 1/1/20

2

\$7,216.50

Payment due 2/1/20

3

\$7,216.50

Payment due 3/1/20

4

\$7,216.50

Payment due 4/1/20

Auto pay available: If you set up auto pay, all scheduled payments will occur on the payment plan due dates.

Plan Details

*Enrollment fee: There is an enrollment fee of \$25, due upon enrollment, to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the plan amount of \$28,866.*

Cancel

Enroll in plan

The plan will automatically provide you the breakdown of payments and the due dates based upon your account balance and which plan is available at time of signing up. It will also give you a broad picture of the terms. Choose “Enroll in plan” to continue the set up.

**Please note:** All prior term balances must be paid prior to enrolling in the payment plan for the current semester.

To Enroll

- After selecting “enroll in plan”, the terms and conditions of the plan will be listed, as well as the payment dates. You must read and accept the terms and conditions before the payment plan can be completed by first selecting the check box at the bottom of the screen and then selecting the “continue” button.

**Payment Schedule**

Payment Number	Payment Amount	Payment Due Date
1	\$7,216.50	Payment due 1/1/20
2	\$7,216.50	Payment due 2/1/20
3	\$7,216.50	Payment due 3/1/20
4	\$7,216.50	Payment due 4/1/20

**Terms and Conditions**

Please read terms and conditions your agreement to be bound by these terms and conditions by selecting the checkbox below.

**Southwestern University**

**Payment Plan Agreement Terms & Conditions**

By enrolling in the Southwestern University Monthly Payment Plan (payment plan), I agree to the following terms and conditions:

As a student enrolled in classes at Southwestern University, I agree to assume full financial responsibility for all charges incurred on my student account when I attend the classes or not. I further understand that my failure to be fiscally responsible may result in service holds, late fees, collection actions by Southwestern University and other third party agencies, unfavorable credit bureau filing, and/or litigation and I will assume all costs associated with such actions.

- Student Eligibility:**
  - Must be enrolled in the current semester at Southwestern University.
  - Must be current on charges owed to Southwestern University and all prior term student account balances must be zero.
  - Must have no holds on your student account from full disbursement or previous collection activities.
- Enrollment:**
  - Enrollment for the Southwestern University payment plan must be done in accordance with the Southwestern University payment plan schedule. If you are ineligible to participate, the Southwestern University payment plan system will not allow you to enroll.
  - A \$40 enrollment fee is due at the time of enrollment. Enrollment will not be complete without first paying this \$40 enrollment fee.
  - The enrollment fee is non-refundable.
  - If more than one payment plan is needed for the semester, contact Student Accounts 800.768.1928 or [StUPayment@Southwestern.edu](mailto:StUPayment@Southwestern.edu) for assistance.
  - Enrollment in the plan is for the specific term only and is not automatic for subsequent semesters. A new agreement is needed each semester a plan is desired.
- Student Account:**
  - New Student account is the system of record for all transactions - tuition, fees, payments, financial aid, meal plans, housing, etc.
  - Confirmed financial aid reduces the account balance prior to existing in the plan.
  - Once your payment is disbursed, you will see the remaining balance in your account. The number of payments depends on when you enroll in your payment plan and can be up to 12 monthly payments.
  - If additional student account charges or credits are incurred after initial enrollment in the plan, the plan amount will recalculate and the monthly payment plan amount due on the remaining payments will be increased or decreased accordingly.
  - Payment delinquencies will also increase or decrease future monthly payment plan amounts. The plan amount will recalculate and the amount due on the remaining payments will be adjusted accordingly.
- Delinquent Accounts:**
  - Failure to pay the monthly amount due will result in an administrative hold being placed on your student record. This administrative hold will prevent future registration, adding and dropping classes, clearing transcripts, and getting your diploma.
  - Payment plan monthly payments that are delinquent for two (2) consecutive months are subject to cancellation by Southwestern University and you may be required to participate in the payment plan in the future.
  - Upon cancellation of your payment plan, a \$100 fee will be assessed and any unpaid balance on your student account will become payable immediately.
  - Failure to pay the amount due upon cancellation or failure to make an acceptable arrangement to resolve the account balance will result in referral of the delinquent account to a collection agency.
  - Upon referral to a collection agency, collection agency fees (which may be based on a percentage up to a maximum of 40% of my delinquent account, together with all costs and expenses, including reasonable attorney fees) will be assessed.
- Fees and Other Charges:**
  - The enrollment fee of \$40 is non-refundable.
  - A separate enrollment fee is required for each plan each semester of participation - enrollment does not automatically renew or roll over for the next semester.
  - Payments incurred from the date for any charges in suspension with the payment plan will result in the assessment of a \$30 interest term fee.
  - A non-refundable convenience fee of 2.75% is assessed for all credit card transactions. There is no fee for ACH payments.
  - A \$100 late fee is assessed upon cancellation of your payment plan for non-payment.
- Automated Direct Payment Option:**
  - Students payment may be set up to be deducted from your checking or savings account by ACH or credit card.
  - Payments will be withdrawn from your account on the 1st day of each month and will be payable to Southwestern University. A record of each payment will be posted to the student's account.
  - Defaulted and Delinquent Payments - It is the responsibility of the guarantor to ensure adequate funds are available on the due date. In the event a payment is declined or delinquent, Southwestern University will assess your account with a \$50 returned term fee and also reserve the right to cancel the payment plan. Upon cancellation, the balance becomes due immediately.
  - Southwestern University is not liable for any returned payments due to incorrect bank account information supplied. Southwestern University is not liable for any charges that your bank imposes on you as a result of your account being in non-payment status, or being kept or meeting minimum required balances, or any other charges, as a result of your payment plan payment being deducted from your checking/savings account.
  - Multiple returned payments may result ineligibility to use a certain payment method or to enroll in future payment plans.
- Termination of Payment Plan:**
  - Participation in the payment plan is entirely voluntary. At any time prior to the date that your final payment is due, if you want to terminate your payment plan please contact Student Accounts at 800.768.1928 or [StUPayment@Southwestern.edu](mailto:StUPayment@Southwestern.edu) for assistance. If a payment plan is cancelled, the balance on the student account which will be due immediately and subject to a \$100 late fee if not paid immediately.
- Right to Southwestern University under default or ineligibility:**
  - Southwestern University reserves the right to terminate the payment plan in the event of default or ineligibility. Upon termination of the payment plan, any balance on the student account will become payable immediately. Failure to receive the student account balance will be subject to assessment of the \$100 late fee and the account being placed on hold, which will prevent future registration, adding and dropping classes, clearing transcripts, and getting your diploma.
- Communication:**
  - Southwestern University uses email as its official method of communication; therefore, students are responsible for reading their emails from Southwestern University on a timely basis.
  - Students are responsible for keeping their contact information up to date with their current phone address, email address, and phone numbers. Refer to the Registrar website for instructions on how to update this information.
- Agreement to Terms and Conditions of this agreement and Assurances:**
  - I agree to the terms and conditions of this agreement and I agree to assume full financial responsibility for all charges incurred on my student account when I attend the classes or not. I further understand that my failure to be fiscally responsible may result in service holds, late fees, collection actions by Southwestern University and other third party agencies, unfavorable credit bureau filing, and/or litigation and I will assume all costs associated with such actions.

☐ I have read and agree to the St. Payment Plan terms and conditions provided

**Cancel** **Continue**

- The next screen will ask for a phone number.

**Overview**

**Payment Plan Enrollment**

**Enrollment Information**

**Phone Number**

01-555-555-1234

**Continue**

- Finally, there is a \$25 payment plan fee that must be paid before completing the plan set up. You will be given the option of paying by credit card or electronic check. If you have saved payment methods these will also be listed in the drop-down menu.
- Warning- The default is that the payment plan will assume you want to use the same payment method you are using to pay the \$25 for your monthly payments. If you are fine with this, then proceed on. If you want to not have a payment automatically withdrawn on the 10<sup>th</sup> of each month from this account, uncheck the box that is circled below.

How would you like to pay?

Enrollment fee amount  
\$25

\* Payment method [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MASTERCARD VISA

\* Card number

① Card number required

\* Expiration date MM / YY \* Security code ①

\* Zip/Postal code

International cardholders may input "N/A"

Card nickname ①

My card

Maximum 17 characters

☒ Set up auto pay with the same payment method

Auto pay terms and conditions

By enrolling in the Southwestern University Installment Payment Plan (payment plan)  
Auto Pay, I agree to the following terms and conditions:

Cancel Continue

- Before submission you will be asked to confirm the information is correct. To confirm and complete enrollment click on the "Pay \$25" link at the bottom right corner.

Last step! Let's make sure we have your correct information.

Email address emailaddress@email.com

All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

Summary [Change](#)

20\_SP: SU Spring 2020 Payment Plan  
Enrollment fee \$25

Payment details [Change](#)

Account holder name Name of Account owner  
Account type Savings  
Bank account number \*\*\*\*\*4499  
Saved payment method ZhangSavings

Enrollment information [Change](#)

Phone Number 5125551212

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel



Pay \$25

- After completion an email with the terms and conditions will be sent to the email address listed.





## B. Managing an Existing Payment Plan

- To see the details for the payment plan that you are already enrolled in such as installment amounts and dates, total plan amount, remaining balance, and to review your signed payment plan terms agreement guide the mouse over any part of the plan description and click.

Payment plans		
Plan	Paid	Remaining
 20_SP: SU Spring 2020 Payment Plan	\$0	\$21,905
 <b>Set up auto pay</b> Make your payments on time and avoid late fees!		


- If you need two payment plans (two or more individuals making payments), please contact the Business Office for assistance in setting up the payment plans. Multiple plans will be listed individually as “Special Payment Plan A” & “Special Payment Plan B.” Please make note of which plan belongs to which individual.

Payment plans

Plan	Paid	Remaining
20_SP: 20 Spring Special Payment Plan A	\$0	\$6,104.50
 Set up auto pay Make your payments on time and avoid late fees!		
20_SP: 20 Spring Special Payment Plan B	\$0	\$6,104.50
 Set up auto pay Make your payments on time and avoid late fees!		

- To set up automatic payments click on the “Set up auto pay” below the payment plan description. Please note that enrolling in the payment plan and paying the plan fee of \$25 does not automatically set up automatic payment for your payment plan.

Payment plans

Plan	Paid	Remaining
20_SP: SU Spring 2020 Payment Plan	\$0	\$21,905
 Set up auto pay Make your payments on time and avoid late fees!		

- If you have already enrolled in automatic payments, you will see the green “Auto Pay” amount next to your payment plan description as shown below.

Payment plans

Plan	Paid	Remaining
20_SP: SU Spring 2020 Payment Plan <b>AUTO PAY</b>	\$3,182.20	\$12,728.80

- Clicking on the payment plan will open up the plan detail screen, which will show payment history as well as the payment schedule of the remaining payments.

Overview

## Payment Plans

20\_SP  
SU Spring 2020 Payment Plan

\$3,182.20  
Payment scheduled 1/1/20  
AUTO PAY

Paid \$3,182.20 | Remaining \$12,728.80

### Payment Schedule

✓	\$3,182.20 Payment received
2	\$3,182.20 Payment scheduled 1/1/20
3	\$3,182.20 Payment scheduled 2/1/20
4	\$3,182.20 Payment scheduled 3/1/20
5	\$3,182.20 Payment scheduled 4/1/20

Make a payment

- To see details of the Auto Payment Plan, click on the circle with three dots in the upper right and choose “View Auto Pay.”
- If you need to cancel your enrollment in auto pay select the “Cancel Auto Pay” button that is highlighted below

## Auto Pay

Auto pay  
cancel your enrollment

### Auto Pay Schedule

1	Auto pay Payment scheduled 1/1/20
2	Auto pay Payment scheduled 2/1/20
3	Auto pay Payment scheduled 3/1/20
4	Auto pay Payment scheduled 4/1/20

Payment method  
Auto pay (1/1/20)

Agreement  
Auto pay agreement (1/1/20)

Cancel auto pay

Close

#### 4. Recent Payments Section

Recent payments				<a href="#">view all</a>
Date	Description	Receipt	Amount	
8/26/19	19_FA (Fall 2019)	<a href="#">#54259</a>	\$369.90	
2/15/19	Account Balance (Spring 2019)	<a href="#">#49519</a>	\$184.95	
12/7/18	Account Balance	<a href="#">#48359</a>	\$531.22	

- This section shows a history of your on-line payments that were paid via ACH or credit card.
- Please note that payments sent via the mail or made in person will not appear in this section because the payments were not made online through the CashNet Payment Portal.
- **Select the “View all” link at the top of this section to see additional payments not shown on the Overview screen.**

#### 5. Make A Payment Button

- At the bottom right corner of the Overview screen is the “Make a payment” link that proceeds to the payment screen.
- At the payment screen, the payer can select the term and change the amount before submitting the payment as shown below.

Make a Payment

Pay amount

How much would you like to pay?

Balance items

☐ Check all | 0 of 1 selected

Description	Balance	Amount
<input type="checkbox"/> (Fall 2022)	\$24,225.00	<input type="text" value="\$0.00"/> <input type="button" value="v"/>

Total balance

Pay amount

Remaining balance

\$24,225.00

\$0.00

\$24,225.00

0 items

\$0

Cancel

Checkout



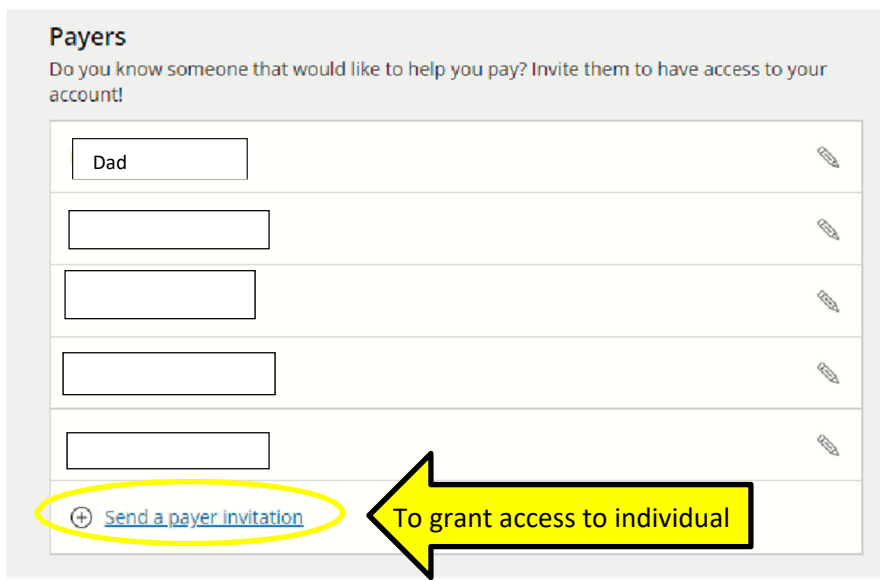


## **“Payers” Section – To send invitation to payer or manage existing payers**

To find the area where a student can add a new payer, click on the student name in the upper left corner.



The Student profile page that appears includes a “Payers” section that lists the current authorized payers and provides a link to “Send a payer invitation” at the bottom of the screen.



- This section is used to add and remove payer access.
- In order for parents or other individuals to receive online access to your student account to view e-bills, to receive alerts, to make on-line payments, or to setup a payment plan, the student must send the individual a “Payer Invitation” and give them the proper permissions.
- See detailed instructions on following pages for setting up payer access. This is a two-part process – Part 1 is completed by the student and Part 2 is completed by the invited payer.

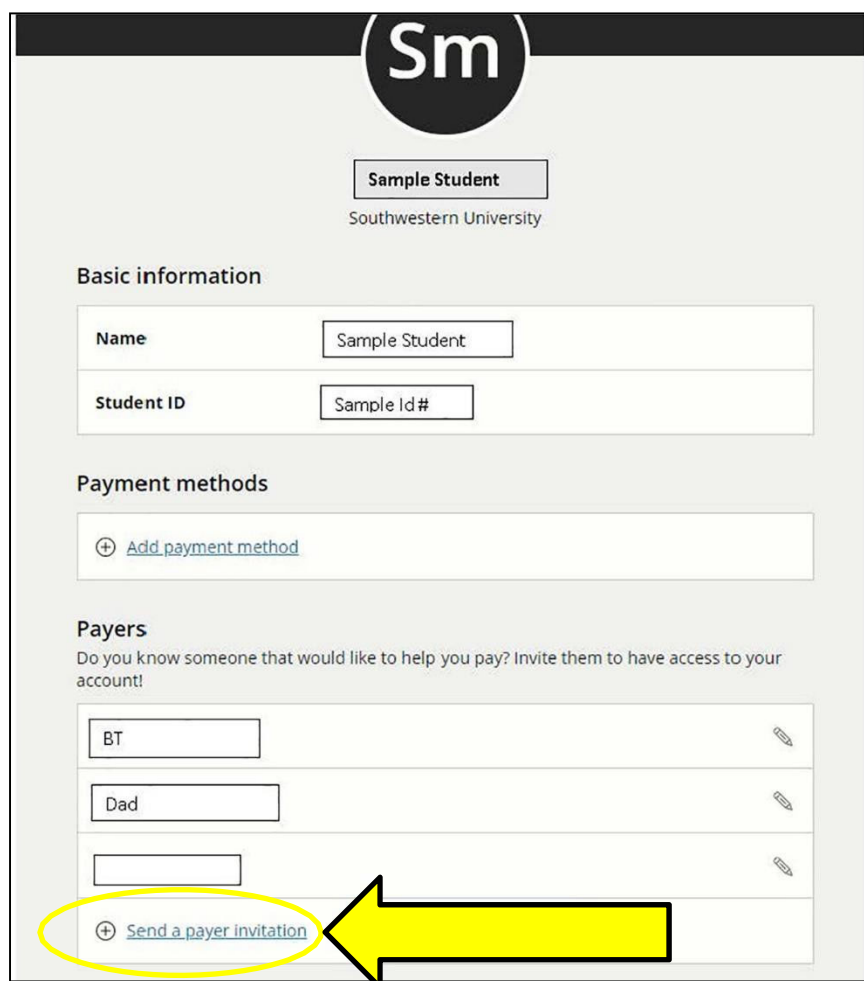
## **SETTING UP PAYER ACCESS**

**(This is a 2 Part process - Part 1 is completed by the student & Part 2 is completed by the payer.)**

### **PART 1 - Student Must Give Payer Access**

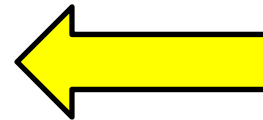
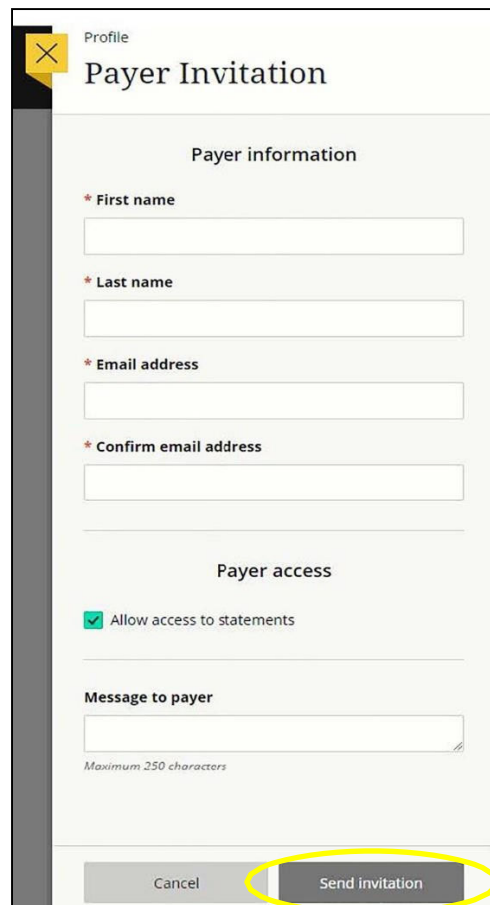
In order for parents or other individuals to receive online access to your student account to view e-bills, to receive alerts, to make on-line payments, and to setup a payment plan, the student must have the payer's email and send an invitation as follows.

1. To set up a parent or other individual with access, the student must select the "Send a Payer Invitation" link as shown below.

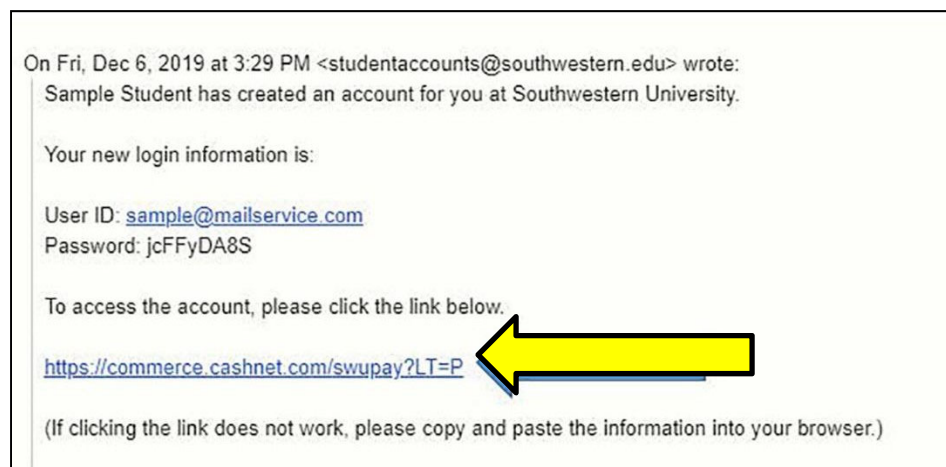


The screenshot displays the Southwestern University (Sm) student portal interface. At the top, the 'Sm' logo is visible. Below it, a box identifies the user as 'Sample Student' at 'Southwestern University'. The page is divided into sections: 'Basic information' with fields for 'Name' (Sample Student) and 'Student ID' (Sample Id#); 'Payment methods' with a '+ Add payment method' link; and 'Payers' with a sub-header 'Do you know someone that would like to help you pay? Invite them to have access to your account!'. Under 'Payers', there are three rows, each with a text input field (containing 'BT', 'Dad', and an empty field) and a pencil icon. At the bottom of the 'Payers' section, a '+ Send a payer invitation' link is highlighted with a yellow circle, and a large yellow arrow points to it from the right.

2. The student must provide the payer's first and last names and email address. For confirmation, the email address will be required to be entered twice. The student can include an optional message if desired. To send the invitation, click on the "Send invitation" link.



3. A welcome message will be automatically sent to the new authorized payer's email address provided. The email will provide the payer with their User ID, temporary password, and **a link** to access the site as shown in the example below. Please note the temporary password sent in the email is only valid for 24 hours.



**To Change Payer Access & Reset Passwords–**

Select the “pencil” icon next to the payer to remove payer access or to resend a new invitation, if the password was forgotten.

Sm

Sample Student

Southwestern University

Basic information

Name

Sample Student

Student ID

Sample Id #

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!

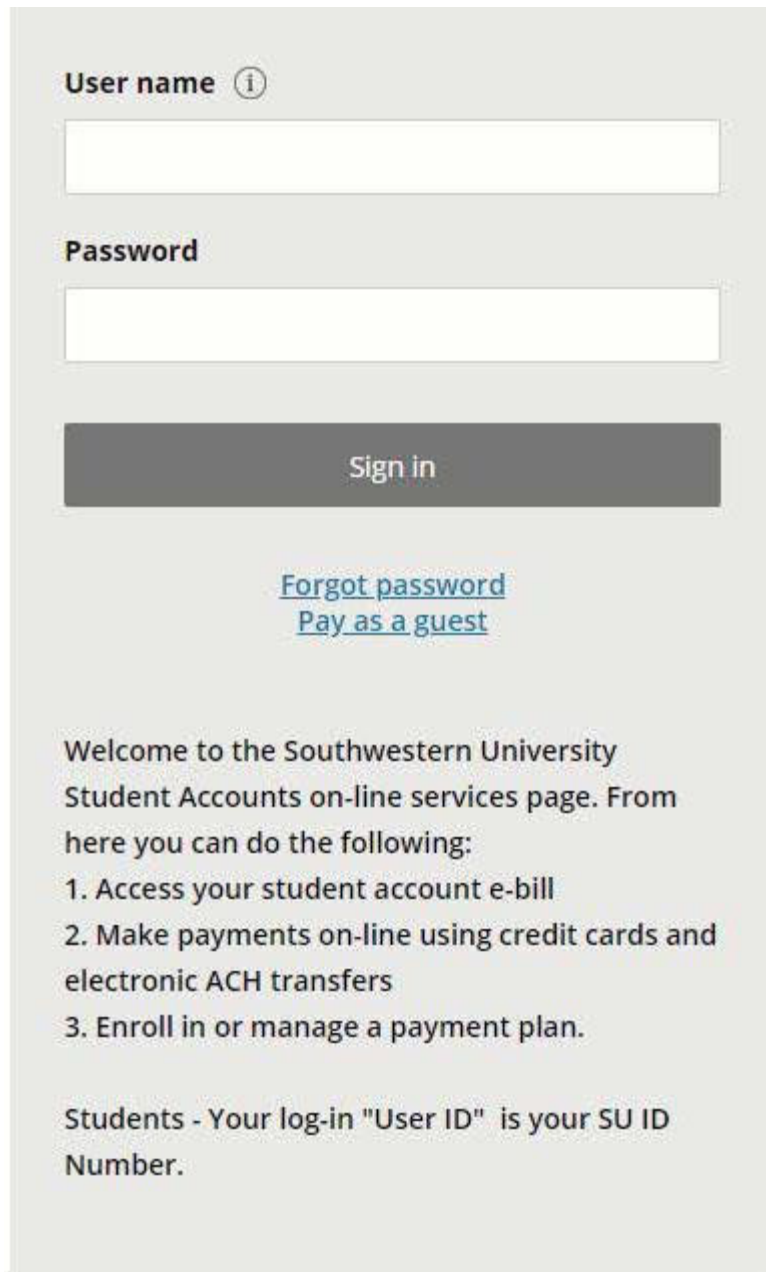
BT

Dad

+ Send a payer invitation

## PART 2 - Payer Must Log-In & Complete Setup Process

1. Using the “New Account Notification” email generated by the student, the payer should select the link to access the account provided in the email and log on using the provided User ID and temporary Password. The log in screen provided by the link is shown below.
  - The Payer Log on page can always be found at <https://commerce.cashnet.com/swupay>



The screenshot shows a log-in interface for Southwestern University Student Accounts. It features a light gray background with white input fields and a dark gray 'Sign in' button. Below the button are two blue links: 'Forgot password' and 'Pay as a guest'. A welcome message and a list of services are provided at the bottom.

User name ⓘ

Password

Sign in

[Forgot password](#)  
[Pay as a guest](#)


Welcome to the Southwestern University Student Accounts on-line services page. From here you can do the following:

1. Access your student account e-bill
2. Make payments on-line using credit cards and electronic ACH transfers
3. Enroll in or manage a payment plan.


Students - Your log-in "User ID" is your SU ID Number.


2. Once logged in, the Payer's Transact Payments Portal will appear as shown below:


- Please note that the Payer Transact Payments Portal is very similar to the Student Transact Payments Portal. The payer can view ebills, make payments, enroll in the payment plan, set up automatic payments, and manager user preferences using the same process as used in the Student Transact Payments Portal.


SOUTHWESTERN  
UNIVERSITY


Overview





Name


Overview

Make a Payment

Payments

Statements

Sign Out

Sm

Test Parent

Balance  
\$21,880

Summary

[View statements](#)

20\_SP: SU Spring 2020 Payment Plan

\$21,880.00


Auto payment scheduled 1/1/20

\$5,470.00

Balance

\$21,880.00

Payment plans

Plan	Paid	Remaining
 20_SP: SU Spring 2020 Payment Plan <b>AUTO PAY</b>	\$0	\$21,880

Recent payments

[View all](#)

Date	Description	Receipt	Amount
12/11/19	20_SP: SU Spring 2020 Payment Plan	<a href="#">#56933</a>	\$25.00

Make a payment

### 3. To Setup or Change Your User Information

- Click on your name in the upper left corner. That will bring up your user profile.
- The “Payment methods” section allows you to add or change your payment methods including credit cards and bank account information for e-checks.
- Use the “Contact Information” section to manage your email address.
- Use the “Notifications” section to edit your email and SMS text notifications.

The screenshot shows the user profile page for Southwestern University. On the left is a dark sidebar with a menu. The 'Name' menu item is highlighted with a yellow arrow pointing to it. The main content area on the right is titled 'Basic information' and contains several sections: 'Basic information' (with fields for Name, User name, Password, Student name, and Student ID), 'Payment methods' (with an 'Add payment method' button), 'Contact information' (with an 'Email address' field), 'Notifications' (with 'Email notifications' and 'SMS notifications' fields), and 'Privacy & terms' (with a 'Use of personal information' field). A yellow arrow points from the 'Name' menu item to the 'Basic information' section.

**SOUTHWESTERN UNIVERSITY**

**Name**

Overview

Make a Payment

Payments

Statements

Sign Out

**Basic information**

Name	Test Parent
User name	sample@emailaddress.com
Password	*****
Student name	Test Student
Student ID	0010480

**Payment methods**

[Add payment method](#)

**Contact information**

Email address: sample@emailaddress.com

**Notifications**

Email notifications

SMS notifications [Sign up](#)

**Privacy & terms**

Use of personal information [View](#)