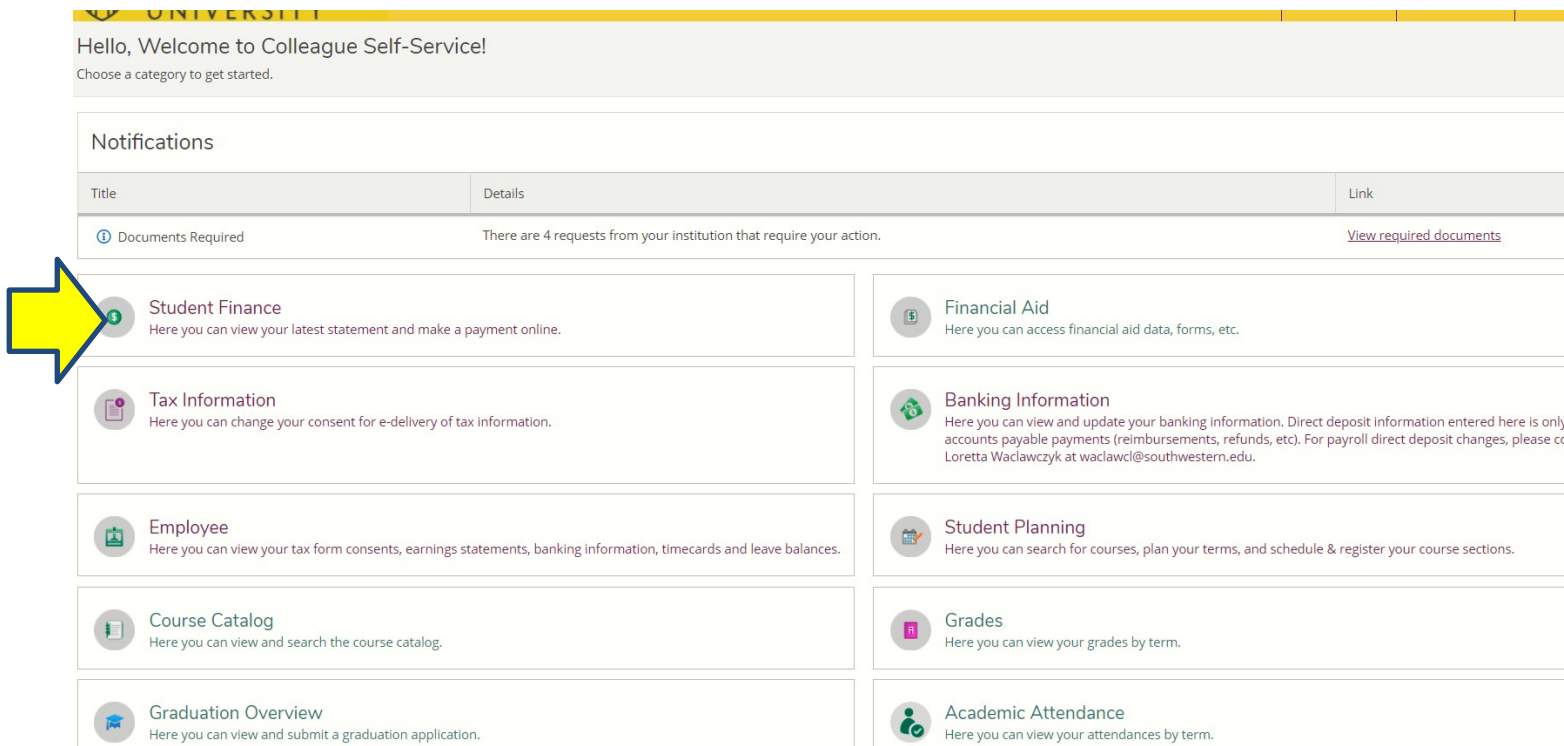# Setting Up & Managing Authorized Payer Access to your Transact Payment Portal

Students must log into their SU Self Service account to access their Transact Payment Portal to add or change a Payer's authorizations.
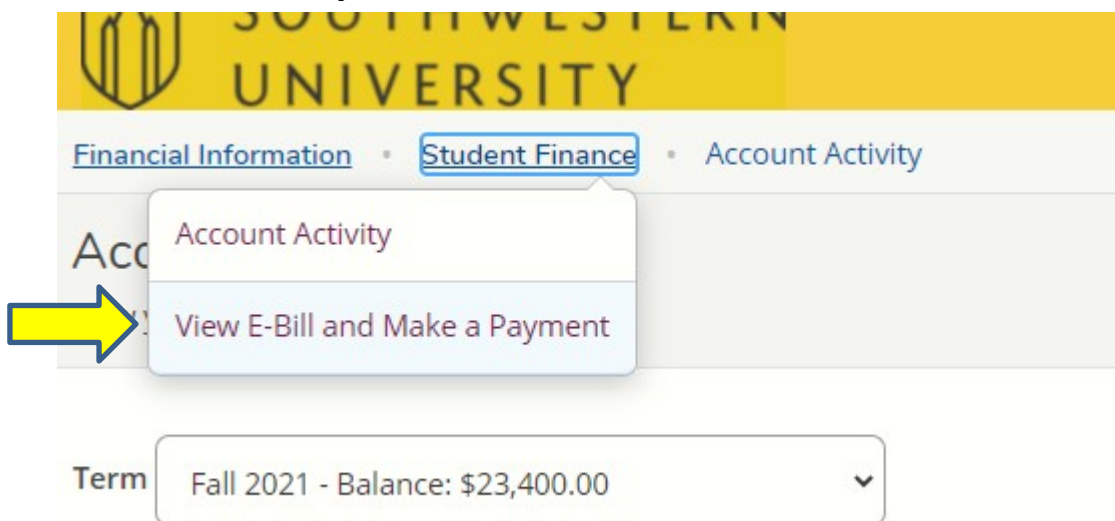

The CashNet Payment Portal link is found in the "Student Finance" section:

Click on 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

Click on the "Student Account Information"

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 send the individual a "Payer Invitation" as follows.

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

2. The Student profile page that appears includes a "Payers" section that lists the current authorized payers.

- This section is used to add and remove payer access.
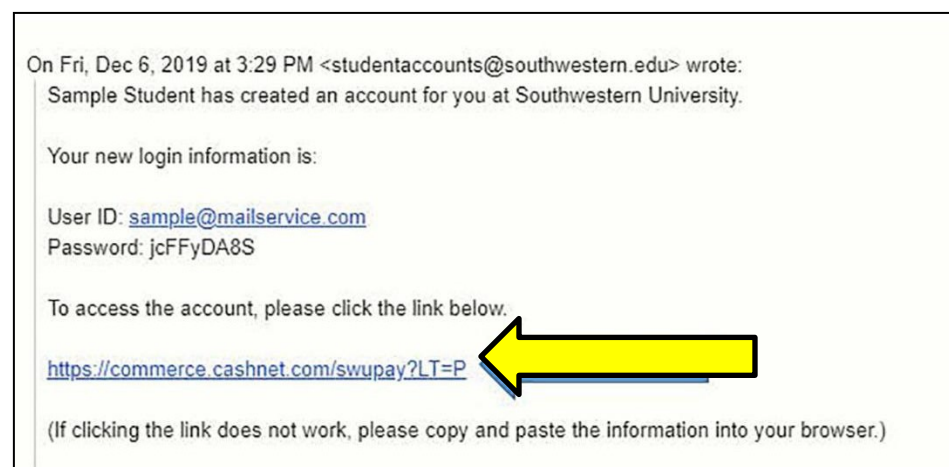- To add a new payer click on the link to "Send a payer invitation" at the bottom of the screen.

3. 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 complete the process and send the payer invitation, click on the "Send Invitation" button at the bottom of the screen.

Profile
Payer Invitation

Payer information

* First name

[   ]

* Last name

[   ]

* Email address

[   ]

* Confirm email address

[   ]

Payer access

☑ Allow access to statements

Message to payer

[   ]

Maximum 250 characters

Cancel   Send invitation

4. 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.

On Fri, Dec 6, 2019 at 3:29 PM <studentaccounts@southwestern.edu> wrote:
Sample Student has created an account for you at Southwestern University.

Your new login information is:

User ID: sample@mailservice.com
Password: jcFFyDA8S

To access the account, please click the link below.

https://commerce.cashnet.com/swupay?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)

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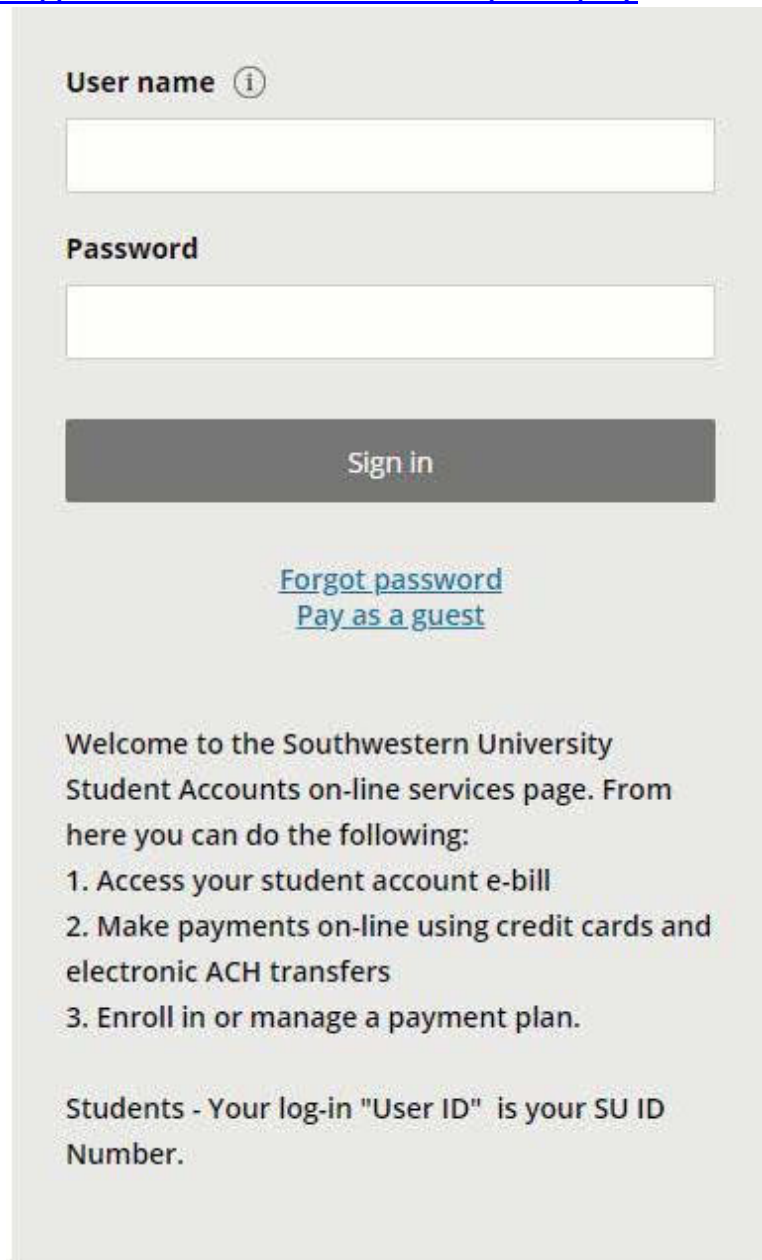
PART 2 - Payer Must Log-In & Complete Setup Process

1. Using the "New Account Notification" email generated by the student, the payer should select the link to access the account provided in the emailand 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

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 Payment Portal will appear as shown below:

- Please note that the Payer Transact Payment Portal is very similar to the Student Transact Payment 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 Payment Portal. Please refer to the document "Transact Payment Portal Instructions – Access & Overview" document for details about how these processes work.

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 echecks.
- Use the "Contact Information" section to manage your email address.
- Use the "Notifications" section to edit your email and SMS text notifications.