

CashNet Student Account Payment Portal

The screenshot shows the CashNet Student Account Payment Portal interface. The header includes the Southwestern University logo and navigation links: [your account](#), [view bills](#), [make payment](#), [help](#), and [sign out](#). The main heading is "Student Account".

Check your E-Bill & sign up for the SU Payment Plan below!

It is important to make sure that your parent or other authorized individual is set up with a Parent PIN to access your E-bills, to make payments, and to enroll in payment plans. Instructions are located on the Student Account page of the Business Office website.

Annotations:

- Make Pmts.**: Points to the "Your Account" section, specifically the "Click here to make a payment" link.
- Give Access to Parents**: Points to the "Parent PINs" section, specifically the "Add New" link.
- Access E-Bills**: Points to the "Your E-Bills" section, specifically the "View All" link.
- Payment Plan**: Points to the "SU Payment Plans" section, specifically the "Click here to VIEW your SU Fall 2019 Payment Plan" link.
- Set-up Text Alerts**: Points to the "Account Details & Notification Settings" section, specifically the "SMS/Text Alert Setup" link.

Section Details:

- Holds & Messages**: Enrollment in payment plans is not allowed until prior term balance is zero.
- Your Account**: Current Balance: \$24,389.00. [Click here to make a payment](#) (Zero or credit balances are not displayed). The last payment received was for \$25.69 on 4/10/2019.
- Your Recent On-line Payments**:

Date	Amount	Action
04/10/2019	\$25.69	View
04/02/2019	-\$457.50	View
04/02/2019	\$470.08	View
- Parent PINs**: [Add New](#). Parents or Authorized Users Whom You Have Granted Access to your Account. You currently have the following User ID:s set up: B T. [Edit](#) [Delete](#)
- Your E-Bills**: [View All](#). To view all your bills click "View All". SWU Bill 03/07/2019 [View](#). Students can access detailed up-to-date account activity by using the "Account Detail" link in WebAdvisor.
- SU Payment Plans**: [Click here to VIEW your SU Fall 2019 Payment Plan](#)
- Scheduled Automatic Payments**:

Next payment	Amount	Action
6/1/2019	Pending	Cancel
- Saved Payment Methods**: [Add New](#). The delete link will not appear if the saved account is designated for use by an upcoming automatic payment or eRefund deposit.

Dad ACH	Edit Delete
Mom's CC	Edit Delete
- Account Details & Notification Settings**: [SMS/Text Alert Setup](#), [eSignature Disclosure](#), [View](#)

Please see the following pages for explanations for each section above.

“Holds & Messages” Section –

Holds & Messages

Enrollment in payment plans is not allowed until prior term balance is zero.

- This section will provide you information about holds on your account or other important messages if applicable.
- All prior term balances must be paid prior to enrolling in the payment plan for the current semester.

“Your Account” Section –

Your Account

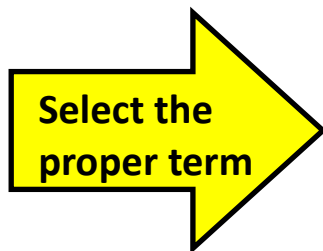
Current Balance \$24,389.00

[Click here to make a payment](#) (Zero or credit balances are not displayed)

The last payment received was for \$25.69 on 4/10/2019.

- The current balance shown here is the actual total balance due for all semesters on the student account.
- Please note that this balance may be higher than expected if it is prior to 10 days before the first class day because your financial aid funds have not yet been applied to the student account.
- To make a payment select the “Click here to make a payment” link to proceed to the next screen, where you can select the term and change the amount before submitting the payment.

Southwestern University



your account view bills make payment Basket help sign out

Student Account

Student Name

Your account currently has the following charges:

Description	Amount
Account Balance (Fall 2018)	\$26,167.00
Account Balance (Summer I (May Term) 2018)	\$37.50

You may also purchase the following items:

(webce-9c04)

Southwestern University

[your account](#) [view bills](#) [make payment](#) [Basket](#) [help](#) [sign out](#)

Student Account

Sarah Shields

HOME

Account Balance

Fall 2018

Amount:

To pay for this item, click the button below.

[Add to Basket](#)

Enter the
amount you
want to pay.

(webce-9c04)

“Your Recent On-line Payments” Section –

Your Recent On-line Payments		
		View All
04/10/2019	\$25.69	View
04/02/2019	-\$457.50	View
04/02/2019	\$470.08	View

- This section shows a history of your on-line payments that were made.
- Please note that payments sent via the mail or made in person will not appear in this section because the payments were not made on-line.

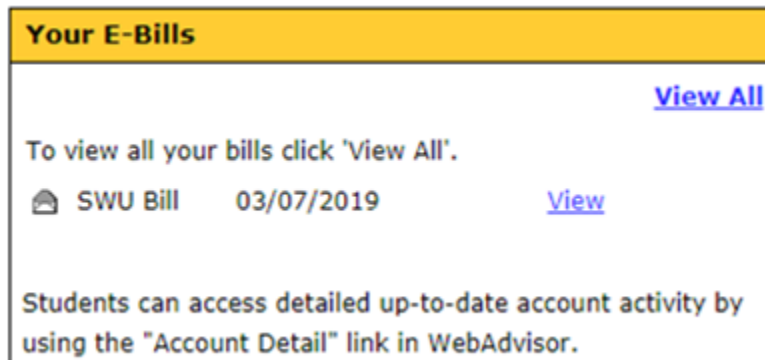
“Parent PINs” Section –

Parent PINs	
Add New	
Parents or Authorized Users Whom You Have Granted Access to Your Account:	
You currently have the following User ID:s set up.	
B T	Edit Delete

- This section is used to add and edit Parent PINs.
- 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 setup the individual with a “Parent Pin” and give them the proper permissions.

- Please see the separate “Accessing E-Bill Instructions” link for help with setting up a Parent PIN.

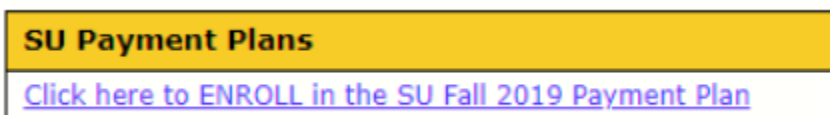
“Your E-bills” Section –



- 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 the detail in their student account 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 users will also be sent an email notification regarding e-bills if a Parent PIN is set up and the notification is turned on.

“SU Payment Plans” Section –

- Use this section to enroll in or view your SU Payment Plans.
- Click the link that says “ENROLL” to sign up for a payment plan for that term.

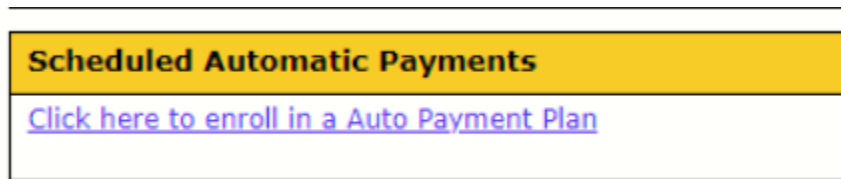


- Click the link that says “VIEW” to see the details for the payment plan that you are already enrolled in such as installment amounts and dates, total budget amount, remaining balance, and to review your signed payment plan terms agreement.



“Scheduled Automatic Payments” Section –

- If you are enrolled in a payment plan, this section will appear and allows you to sign up for automatic credit card or ACH payments for your future payment plan monthly payments by clicking on the link provided.



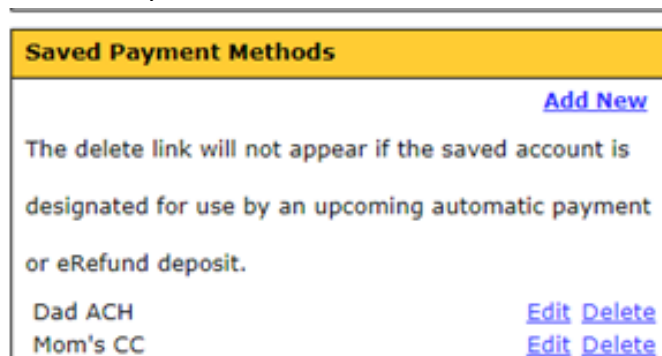
- If you have already enrolled in automatic payments, this section will show you when your next payment amount is due. The amount will show “pending” until 5 days prior to the first of the month, when the monthly payment is actually “billed” on the account and then will show an actual amount.

Scheduled Automatic Payments		
Fall 2019 Automatic Payment Enrollment		Cancel
Next payment	Amount	
6/1/2019	Pending	

- To cancel your enrollment in the scheduled automatic payments, selected the “Cancel” link.

“Saved Payment Methods” Section –

- This section shows any “saved” credit card or ACH payment methods that exist on your account.
- If the saved payment method is tied to the Automatic Scheduled Payments for a Payment Plan, the “delete” link will not be an option.



“Account Details & Notification Settings”

Account Details & Notification Settings	
SMS/Text Alert Setup	
eSignature Disclosure	View

- The bottom section allows students/parents to set up text message alerts for notification when a new statement is available, as well as other events such as invalid bank account information, when a payment is processed, or when an authorized user has made a payment to your account.
- The eSignature Disclosure allows you to see your saved electronic delivery consent to receive your payment authorization electronically.