

Accessing On-Line Student Account Detail & CashNet Payment Portal

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

SOUTHWESTERN UNIVERSITY CHANGE PASSWORD

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

The following links may display confidential information.

- User Account**
 - [Contact Information](#)
- Financial Information**
 - [Account Details](#)
 - [View E-Bill & Make a Payment](#)
 - [Federal Title IV Funds Authorization](#)
 - [Payment Terms Agreement](#)
- Financial Aid**
 - [Federal Title IV Funds Authorization](#)
 - [Financial Aid Checklist](#)
- Communication**
 - [My Documents](#)
- Registration**
 - [SU Search for Sections](#)
 - [Register for Sections](#)
 - [Manage My Waitlist](#)
 - [Registration Eligibility](#)
 - [Self-Service](#)

Other Links:

- [Student Planning](#)
- [Apply for Graduation](#)
- [My class schedule](#)
- [My profile](#)
- [Apply for Graduation](#)
- [Transcript by Course](#)
- [Confirmation of Attendance](#)
- [eTranscript Request](#)
- [Post Office Box Combination](#)
- [Assigned Room Check-In Form](#)
- [Add/Change Meal Plan](#)
- [Student Handbook Agreement](#)
- [First-Year Students - Preferences for Housing](#)
- [Incoming Transfer/Re-Admit Student Housing Request - On & Off](#)

The student account links are found in the “Financial Information” section:

Financial Information

- [Account Details](#)
- [View E-Bill & Make a Payment](#)
- [Federal Title IV Funds Authorization](#)
- [Payment Terms Agreement](#)

- The “Account Details” link is used to access up-to-date student account detailed transactions and account statements.
- The “View E-Bill & Make a Payment” link is used to access e-bills, make ACH and credit card payments, set up Parent PINs for access, enroll in and manage payment plans, see recent on-line payments, and set -up or change text and email notifications.

1. "Account Details" link

- After selecting the appropriate term, this link is used to access a current student account statement that is updated on a daily basis. Some transactions may not show on the statement until the following day.

CURRENT STUDENTS

Account Details

Term

CURRENT STUDENTS

MONTHLY STATEMENT

Student ID # Statement Date
08/26/19

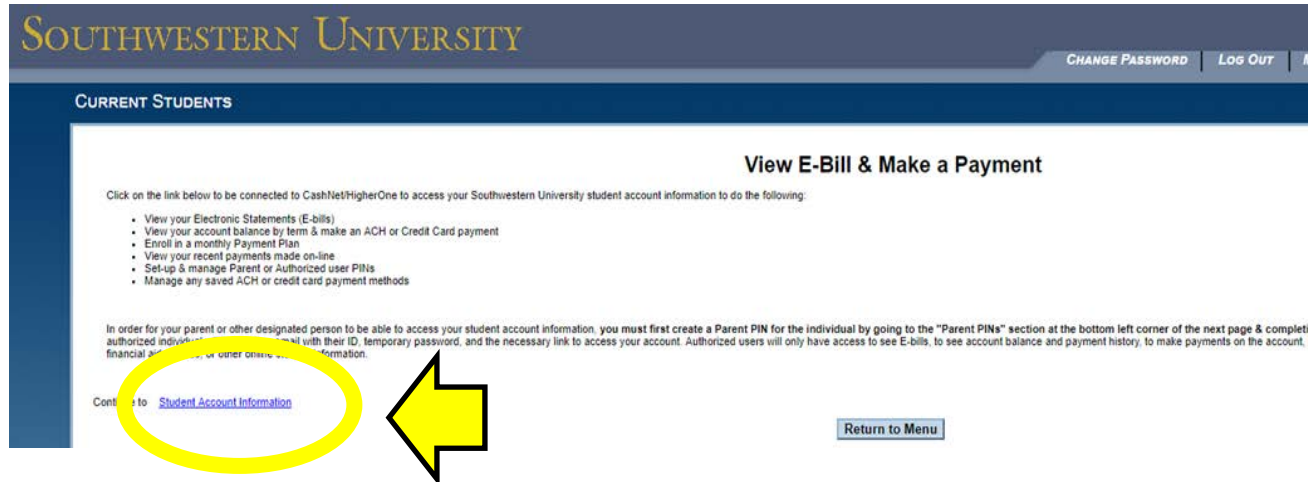
Student Name
Student Address Payment
Enclosed: \$ _____

Date	Description	Transactions
06/07/19	*** Balance Forward ***	-1,309.56
07/01/19	Registration - 19/FA	21,855.00
07/01/19	Housing - 19/FA	3,335.00
07/01/19	12 Meals/week + \$125-DD	2,636.00
07/01/19	\$75 Pirate Buc\$	75.00
07/01/19	19/FA Vehicle Registration	100.00
07/01/19	19/FA Dewar Tuition Refund P	464.00
07/01/19	19/FA Student Health Insuran	1,850.00
07/02/19	Anticipated 19/FA Tx Tomorrow	-3,928.68
	Student Account Balance	25,076.76
Amount Due (Includes Confirmed Aid Below):		10,326.76
***** CONFIRMED FINANCIAL AID		
	Cody Scholar Award	14,750.00
	Total Confirmed Financial Aid:	14,750.00

FINANCIAL AID NEEDING ATTENTION		
	Total Financial Aid Needing Attention:	0.00

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

- **To continue to the student account CashNet Payment Portal, the link “Student Account Information” must be selected.**



- **Selecting the link above will take you to your Cashnet Student Account 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**
 - ✓ **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 alerts for e-bills and payments**
 - ✓ **Give Parents or Authorized Users access by setting up a user PIN**
 - ✓ **Change Parent or Authorized User access**
 - ✓ **Manage or make future payment plan payments**

CashNet Student Account Payment Portal Main Screen

The screenshot shows the CashNet Student Account Payment Portal Main Screen for Southwestern University. The page features a navigation bar with links for 'your account', 'view bills', 'make payment', 'help', and 'sign out'. The main content area is titled 'Student Account' and includes a 'Student Name' field. A prominent red banner reads 'Check your E-Bill & sign up for the SU Payment Plan below!'. Below this, a paragraph explains the importance of having a Parent PIN for accessing E-bills, making payments, and enrolling in payment plans. The page is divided into several sections, each with a yellow header and a white body. Annotations with yellow arrows point to specific features: 'Make Pmts.' points to the 'Your Account' section; 'Give Access to Parents' points to the 'Parent PINs' section; 'Access E-Bills' points to the 'Your E-Bills' section; 'Payment Plan' points to the 'SU Payment Plans' section; and 'Set-up Text Alerts' points to the 'Account Details & Notification Settings' section.

SOUTHWESTERN UNIVERSITY
your account view bills make payment help sign out

Student Account Student Name

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.

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 [View All](#)

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 the Advisor.

SU Payment Plans [Click here to VIEW your SU Fall 2019 Payment Plan](#)

Scheduled Automatic Payments

Enrollment	Action
Fall 2019 Automatic Payment Enrollment	Cancel

Next payment Amount
6/1/2019 Pending

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](#) [View](#)
eSignature Disclosure [View](#)

Annotations:
- Make Pmts. (points to 'Your Account')
- Give Access to Parents (points to 'Parent PINs')
- Access E-Bills (points to 'Your E-Bills')
- Payment Plan (points to 'SU Payment Plans')
- Set-up Text Alerts (points to 'Account Details & Notification Settings')

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](#)

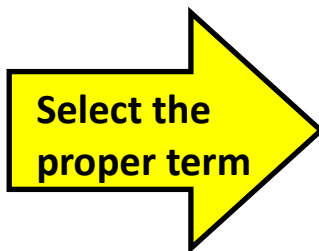
Student Account

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:



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.

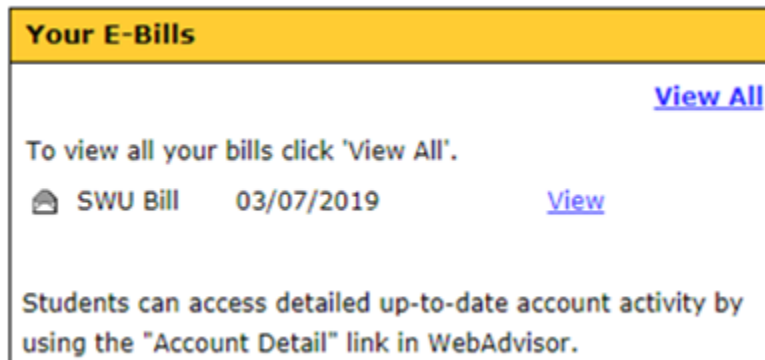
“Parent PINs” Section –

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.	
BT	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.

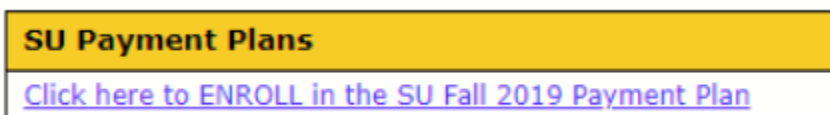
“Your E-bills” Section –



- 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.

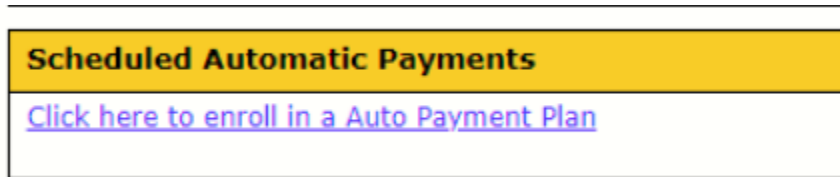


- Click the link that says “VIEW” to see the details for the payment plan that you are already enrolled in such as installment amounts and dates, total budget amount, remaining balance, and to review your signed payment plan terms agreement.

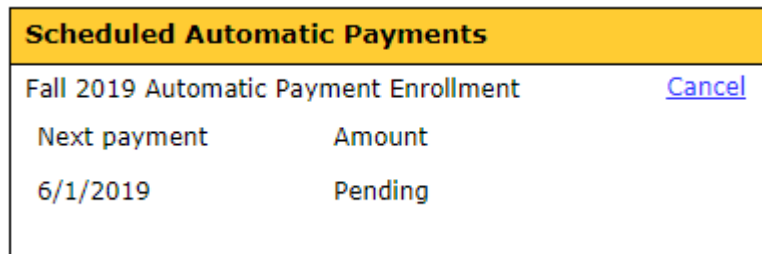


“Scheduled Automatic Payments” Section –

- 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.



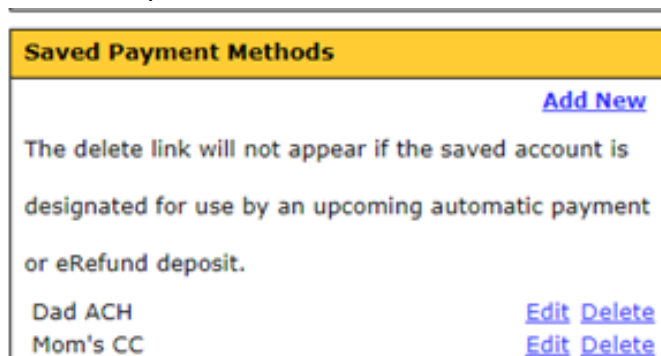
The screenshot shows a yellow header bar with the text "Scheduled Automatic Payments". Below the header is a white box containing the following text:

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.