

Steps to Cancel Automatic Payments for your Payment Plan

Begin my logging into Cashnet to access the payment plan.

1. Students log into Cashnet by going through their SU WebAdvisor account.
 - a. Click on the “View E-Bill & Make a Payment” link
2. Parents will log into Cashnet with their user id and password at:
<https://commerce.cashnet.com/swupay>

Once logged into Cashnet you will see the following screen:

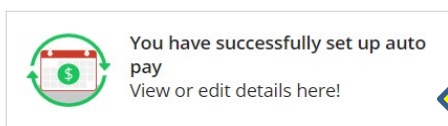
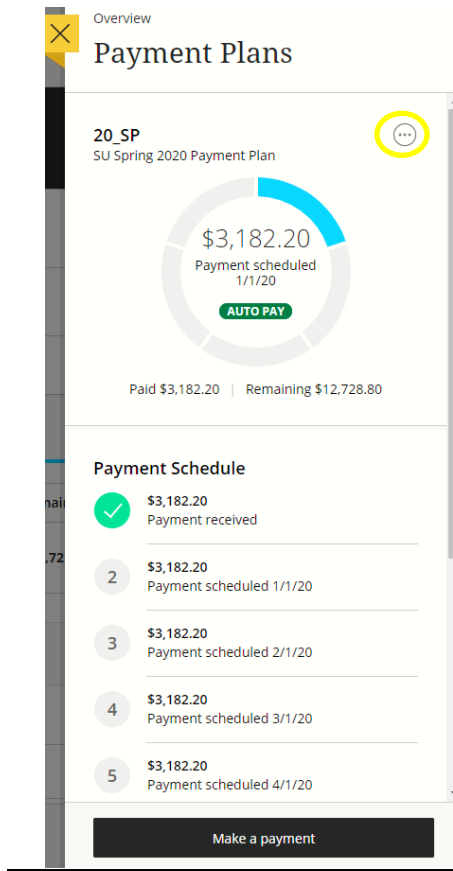
Student CashNet Payment Portal Main Screen

The screenshot displays the Student CashNet Payment Portal Main Screen. The page header includes the Southwestern University logo and the word "Overview". The user's name "Test Student" and university "Southwestern University" are shown, along with a balance of "\$657.23". A navigation menu on the left includes "Overview", "Make a Payment", "Payments", "Statements", and "Sign Out". The main content area shows a "Summary" section with a table of payment plans. The "Payment plans" section contains a table with the following data:

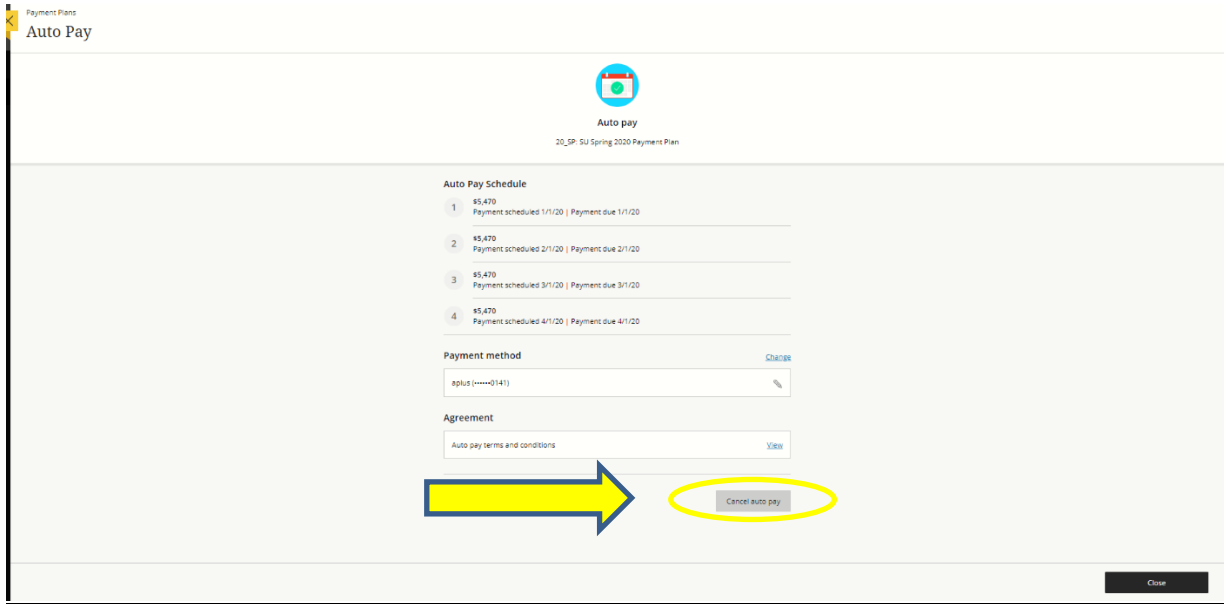
Plan	Paid	Remaining
20_SP: SU Spring 2020 Payment Plan AUTO PAY	\$11,104.15	\$657.23

1. Click on the green “Auto Pay” Button to access your auto payment set-up.

2. A screen similar to what is shown below will appear. Click on the button at the bottom of the screen to “view and edit” your auto payment details on the next screen.



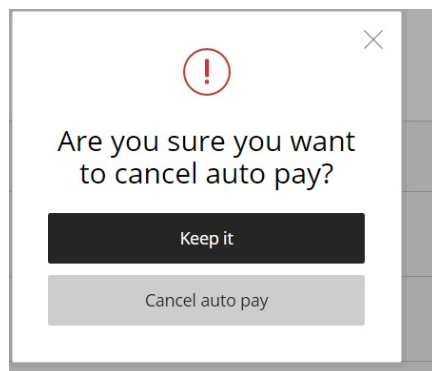
3. To cancel your automatic payments, select the “Cancel auto pay” button at the bottom of the screen.



Detailed look at the “Cancel auto pay” selection



4. Once selected, a pop up screen will appear asking you to confirm your cancellation



5. You will then be taken back to the overview screen and an email confirming the cancellation will be sent.