Students must log into their SU WebAdvisor account to access their CashNet Payment Portal to add or change a Payer’s authorizations.

The CashNet Payment Portal link is found in the “Financial Information” section:

- Account Details
- CashNet Payment Portal - eBills, payment plan, payments
- Federal Title IV Funds Authorization
- Payment Terms Agreement
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.

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.
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.

<table>
<thead>
<tr>
<th>Basic information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Student ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add payment method</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you know someone that would like to help you pay? Invite them to have access to your account!</td>
</tr>
<tr>
<td>BT</td>
</tr>
<tr>
<td>Dad</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Send a payer invitation</th>
</tr>
</thead>
</table>
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

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 CashNet Payment Portal will appear as shown below:

- Please note that the Payer CashNet Payment Portal is very similar to the Student CashNet 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 CashNet Payment Portal. Please refer to the document “CashNet 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.