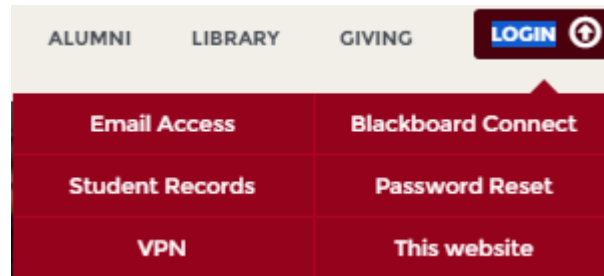


# About CASHNet®

Mitchell Hamline's online payment services are delivered through CASHNet®, a third-party billing and payment service Mitchell Hamline has contracted with to facilitate online financial transactions. Students and Benefactors can make payments online using eChecks, debit or credit cards (fees apply). In addition, student's activity can be viewed in real time and students can sign up to receive electronic refunds.

## How to access CASHNet®

From the Mitchell Hamline website [www.MitchellHamline.edu](http://www.MitchellHamline.edu), click on the login option and select the Student Records tab and login using your Mitchell Hamline ID and password.



Once logged in, select the My Student Account option.

[MY STUDENT ACCOUNT](#)

Next, select the button to access the CASHNet® portal.

[Access CASHNet Portal](#)

From the portal, you will see several options which include:

- **Your Account** - Displays your current balance.
- **Your Recent Payments** - Shows the last payment that was made through CASHNet®.
- **eRefund** – Allows students to receive electronic refunds vs. paper checks (see last page for details)
- **Authorized Users (Benefactors)** – Students can give access to third parties to view their account and/or make payments (see last page for details).
- **Saved Accounts** – Stores banking information for future transactions.
- **Account Details** – Gives students the ability to set up e-mail or text alerts.

## Making A Payment

From the portal page, select the ***Click here to make a payment.***

### Your Account

Current Balance

Credit Balance

Minimum Due

[Click here to make a payment](#)

The balance amount will default to your outstanding balance. After clicking on the balance link, you can make changes to the defaulted amount. Once the amount is determined, click on the Add to Basket option.

*Please note, if you do not have a balance you will see a note stating that your account does not currently have any outstanding charges. To make a payment for any future charges, click on the Prepay your balance link.*

### Your account currently has the following charges:

#### Description

[Balance](#)

#### Balance

Amount:

To pay for this item, click the button below.

Add to Basket

Once you have added the payment amount (or prepaid amount) to the basket, select **View Basket** to confirm the amount, or if necessary, edit or delete a payment. When the amount is correct, click on the **Checkout**.

**Basket**

**Item(s): 0** **Total: 0**

Your basket is empty.

[View Basket](#) [Checkout](#)

Select one of the two payment methods (\*Note, debit cards are also accepted and will be processed under the credit card option). After the preferred payment method is selected, you will select **Continue Checkout**.

**New Payment Methods**

☐ Enter new credit card information.

☐ Enter new electronic check information.

[Continue Checkout](#)

***Please note, credit/debit card payments will be charged a convenience fee for domestic and international payments and the merchant name will be reflected as SmartPay. See FAQs for additional information.***

The next screen will prompt you to enter a preferred e-mail address for a receipt. Before submitting the payment, you will be able to view the payment amount under **Items Selected** as well as view the **Payment Information**. Next, select **Submit Payment**.

Once you have submitted the payment, the transaction approved screen will appear which can be printed or e-mailed for your records.

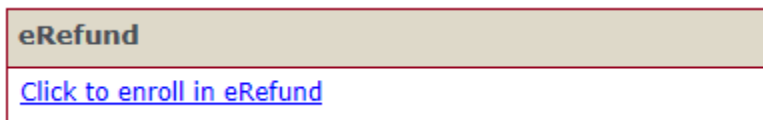
To return to the home page, select **Your Account** at the top of the menu bar.

## Additional CASHNet® Features

### eRefunds

CASHNet® offers the ability for students to receive electronic refunds vs. paper checks. To elect this option, students need to enroll in eRefunds. Enrollment must occur no later than the Tuesday of the week which you are expecting the refund. Note, eRefunds are only available for domestic accounts.

Once logged into CASHNet® (see page 1 for instructions), click on the link to enroll in eRefunds.



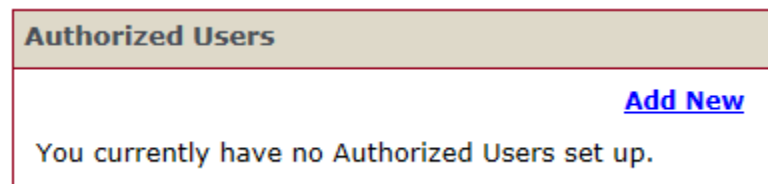
To enroll, students will need to provide their demographics as well as their banking account and routing numbers. Once completed, you will see the status change to **Enrolled**.

Similar to paper refund checks, eRefunds will be processed by Mitchell Hamline on Fridays. Please note, processing times can vary based off of your individual banking institution.

### Authorized Users/Benefactors

Students who would like to add an authorized user to an account to view or make payments can do so under the **Authorized Users** option. To add an authorized user, select the Add New option and fill in the required fields. Students can edit or delete authorized users entirely at any point in time.

Once logged into CASHNet® (see page 1 for instructions), click on the link to **Add New**.



Next, set up a profile for the Authorized User (Benefactor). A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site. If your Authorized User forgets their username or password, they will need to contact their student for login assistance. For additional questions, please refer to the FAQs or contact us directly at [student.account@mitchellhamline.edu](mailto:student.account@mitchellhamline.edu).