1. Click **Pay Fee Now**. It will bring you to the Student Information Pages. Login using your Mitchell Hamline ID and password (also called your Exam ID). Your login and password should be in your email. Please check your junk and spam folders if you cannot find it.

2. Click the **My Student Account** link.

3. Click the **Access CASHNet Portal** link.

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

5. To pay for the bus pass, click on the Bus Pass Summer option.

6. Enter in the $85 payment amount in the box. Then, click **Add to Basket**.

7. Once you have added the payment 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 **Checkout**.
8. Select one of the two payment methods (debit cards are also accepted and will be processed under the credit card option). After the preferred payment method is selected, select **Continue Checkout**. Please note: **credit and debit card payments will be charged a convenience fee for domestic and international payments. The merchant name will be Mitchell Hamline School of Law.**

![New Payment Methods]

9. The next screen will prompt you to enter a preferred email 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**.

10. One you have submitted the payment, the transaction approved screen will appear which can be printed or emailed for your records.

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

   If you have additional questions, please contact [debra.fox@mitchellhamline.edu](mailto:debra.fox@mitchellhamline.edu).