

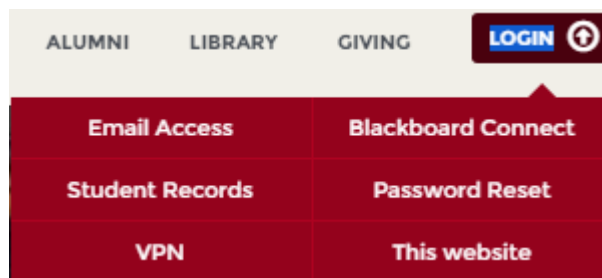
About CASHNet®

Information for students

Electronic Billing & Payment

Mitchell Hamline's online payment services are delivered online through CASHNet® (a third-party billing and payment service Mitchell Hamline has contracted with to deliver these services). Students and Benefactors can make payments online (using ePayment, debit or credit cards), and see recent account activity through this service.

- Students access CASHNet® by selecting the Student Records tab under the "Login" option at the top of any page on the website www.MitchellHamline.edu



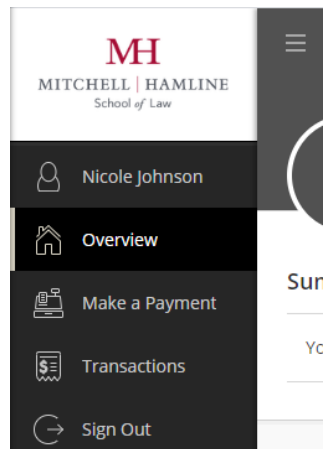
- Once you are logged into the Student Records tab, select the My Student Account option (upper left hand menu option).

MY STUDENT ACCOUNT

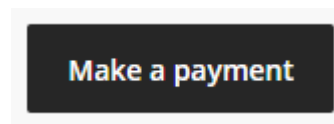
- Next, select the button to access the CASHNet® portal. NOTE: the credentials to access Cashnet is the same as your student account (student ID and Exam ID).

Access CASHNet Portal

- Once logged in, you will need to click in the upper left-hand corner to access the options for the screen:



- - **Overview** will display any balances that are currently listed in your account, these may include tuition, parking pass charges, fees, etc. **Your Account** will also show the last payment that was made through CASHNet®
 - To make a payment to your account, click on the payment link shown below and follow the prompts.



- The status of your account will either show a balance that is due, or a credit. If you have a balance, you will click on the link to pay, if you want to pre your account for a future charge, you also have the option pre-pay.

Make a Payment

Item details

Prepay your balance

\$0.00

Maximum \$1,000,000

You may also use this to pay for an outstanding charge not listed above.

- When you are ready to make a payment, you will enter the amount that you would like to pay under **Amount** and select the payment method. Once you have added the payment amount, then you will click the **Continue** option.

How would you like to pay?

Payment amount

\$1

* Payment method

Select...

AMERICAN EXPRESS
DISCOVER
JCB
MasterCard
VISA

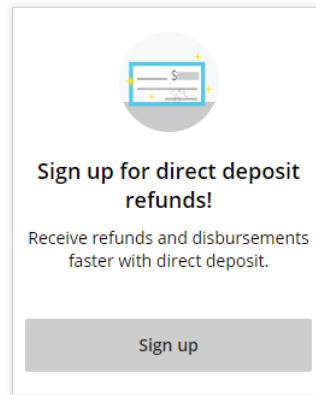
Cancel Continue

- On the Checkout screen, you will again have the option to view the payment, edit or delete the payment, this screen acts as an additional confirmation before proceeding. Once you are ready to proceed, you will select **Checkout**.
- Next, you will be able to enter a new credit card, a new electronic check, or you can use an existing credit card or check if you have already registered previously. After the preferred option is selected, you will select **Continue Checkout**.

- Then you will be taken to the final screen to verify what email address you want the receipt to go to and your payment details before finishing the transaction.

Additional Account Options

- **Your Recent Payments**
 - Under **Your Recent Payments** you can view any previous payments that were completed using CASHNet®
- **eRefund**
 - If you have a refund pending on your account and would like the refund to be processed electronically, click on the eRefund option and enroll. Once enrolled, the status of your eRefund account will show **Enrolled** as shown below. Students seeking electronic refunds must be enrolled no later than the Tuesday of the week which you are expecting the refund.



Authorized Users

- Students who would like to add an authorized user to an account to view or make payments can do so under the ***Send a payer invitation*** option. To add an authorized user, fill in the required fields and follow the steps, students can edit or delete authorized users entirely at any point.

A promotional card with a light blue background. At the top is a circular icon containing three money bags with dollar signs. Below the icon, the text reads "Do you want help paying?" in bold. Underneath, it says "Do you know someone that would like to help you pay? Invite them to have access to your account!" At the bottom is a grey button with the text "Send a payer invitation".

Overview

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Message to payer

Maximum 250 characters

- To set up your benefactor (authorized user), select the Send a payer invitation option
- Next, Provide a user name, and the Benefactor's email address

Please note, any questions or concerns in regards to your balance and/or access to CASHNet® can be sent to student.account@mitchellhamline.edu, we will reply Monday – Friday during business hours, for hours and location, please visit the Student Finances webpage at <http://mitchellhamline.edu/student-finances/>.

Students are not required to make payments via CASHNet®, payments can still be made in person, or mailed to:

Finance Office, Room 276
875 Summit Avenue
St. Paul, MN 55105