

This is the screen that appears when a user logs in to the CashNet Payment Portal.

The screenshot shows the 'Overview' page for a user named 'Test Student' at 'UC Merced (Training)'. The current balance is \$7,359.31. A yellow arrow labeled 'Notifications' points to a bell icon with a '1' notification badge in the top right corner. A yellow arrow labeled 'E-Bills' points to a 'View Statements' link in the 'Summary' section. A yellow arrow labeled 'Create a Payment Plan' points to a 'View payment plan options' button in the 'Payment plans' section. A yellow arrow labeled 'Make Payments' points to a 'Make a payment' button at the bottom right. The 'Summary' section contains a table of account activity:

Term	Amount
Fall 2019 (Fall Semester 2019)	\$1,237.40
Spring 2020 (Spring Semester 2020)	\$1,371.91
Fall 2020 (Fall Semester 2020)	\$4,750.00
Balance	\$7,359.31

Below the table, a breakdown shows: Previous Term Balance (\$2,609.31), Current Charges and Payments (\$4,750.00), Authorized Financial Aid (\$0.00), and Total Amount Due (\$7,359.31). Links for 'Make a Payment' and 'Detailed Account Activity' are provided. A note states: '*Authorized Aid cannot be applied to previous term balance'. A 'View activity details' button is also present.

Notifications



- A notification icon appears at the top right of the Overview Screen.
- Some messages will automatically appear when you log in to your payment portal.
- Notifications will include important information about your account or holds placed on your account if applicable.
- Simply click the icon to view any messages that are present.

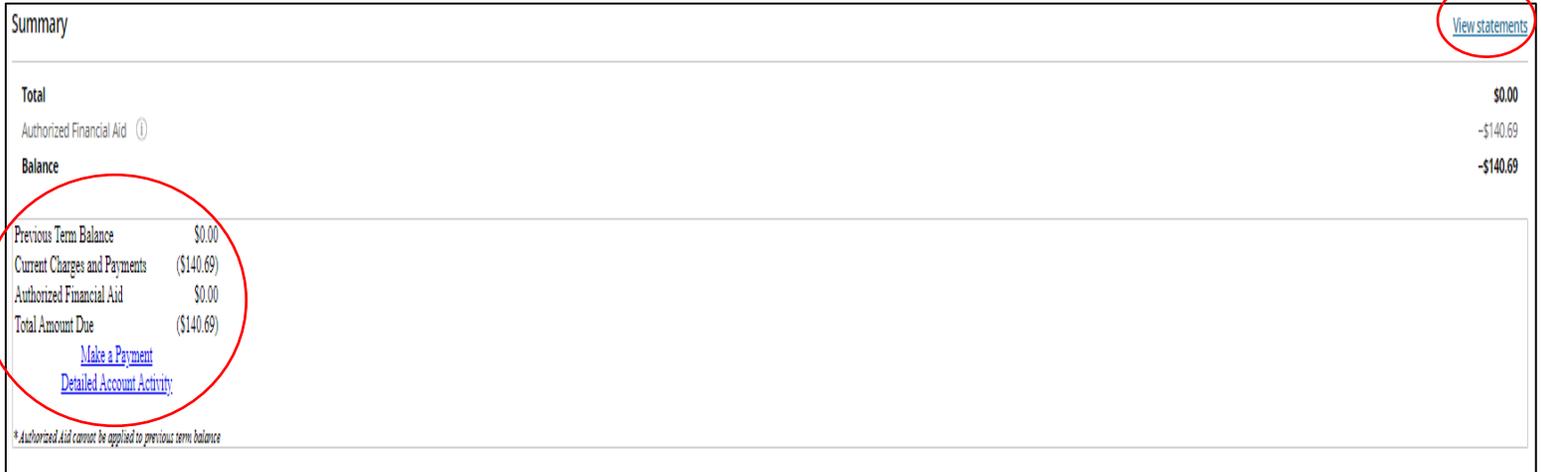
Summary

- The overall student account balance appears at the very top in the black bar after the student name. This amount is the actual total balance due for all semesters on the student account.



Test Student
UC Merced (Training)

Balance
-\$140.69



Summary [View statements](#)

Total	\$0.00
Authorized Financial Aid ⁽ⁱ⁾	-\$140.69
Balance	-\$140.69

Previous Term Balance	\$0.00
Current Charges and Payments	(\$140.69)
Authorized Financial Aid	\$0.00
Total Amount Due	(\$140.69)

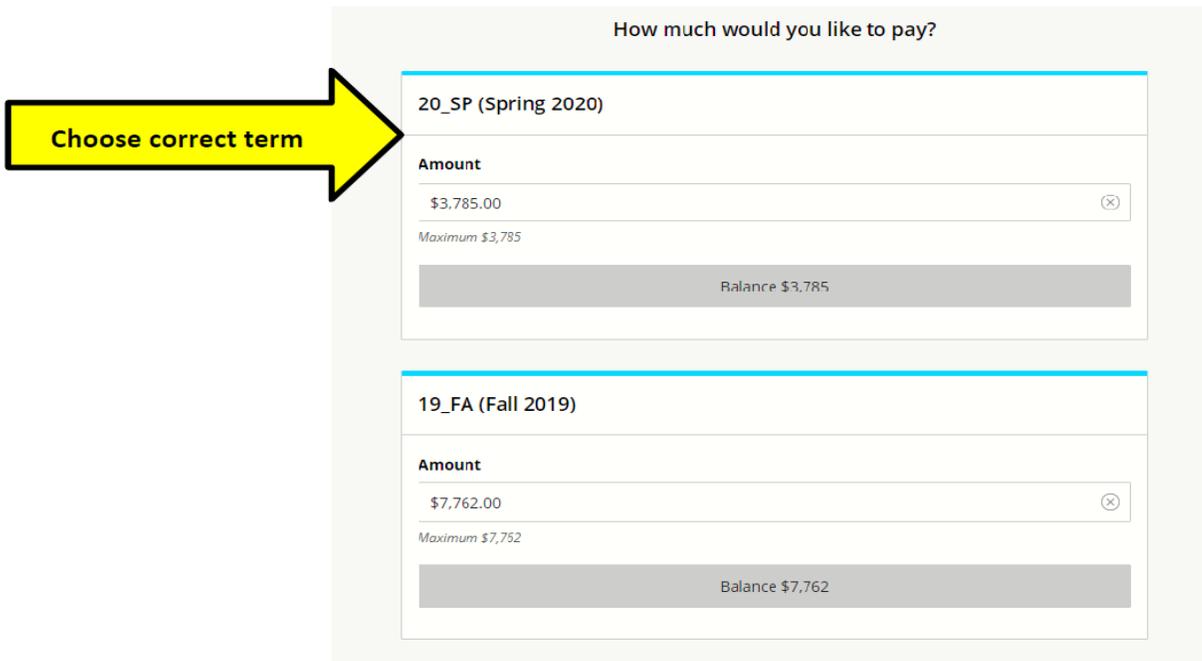
[Make a Payment](#)
[Detailed Account Activity](#)

*Authorized Aid cannot be applied to previous term balance

- The Summary shows you the balance due by each term, if applicable.
- The View Statements link allows you to view the related statements.
- The Detailed Account Activity link allows you to view detailed account activity.
- The Make a Payment link takes you to a screen where you can pay on your account.

Make a Payment Link

- At the payment screen, the payer can select the term and change the amount before submitting the payment, as shown below.
- Please note: All prior term balances will be paid first, regardless of the term selected.



How much would you like to pay?

20_SP (Spring 2020)

Amount
\$3,785.00

Maximum \$3,785

Balance \$3,785

19_FA (Fall 2019)

Amount
\$7,762.00

Maximum \$7,762

Balance \$7,762

Choose correct term

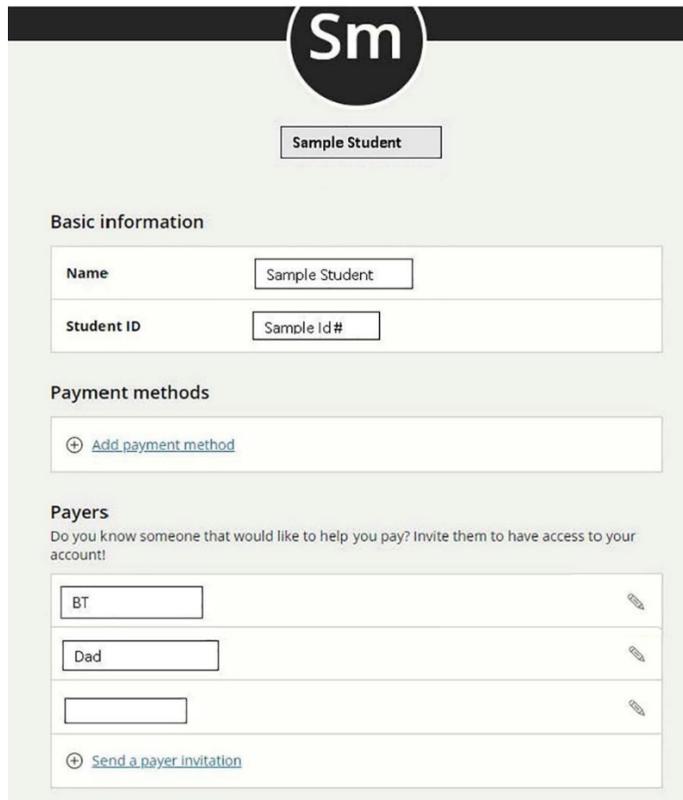


- My Account
- Overview
- Activity Details
- Payment Plans
- Make a Payment
- Transactions
- Statements
- Sign Out

On the CashNet Payment Portal Overview Screen, navigate using the options on the left-side menu bar, or use the other options shown at various places on the screen.

My Account Screen

- The My Account screen shows your contact information, payment methods, and account payers.



Sm

Sample Student

Basic information

Name	Sample Student
Student ID	Sample Id#

Payment methods

+ Add payment method

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

BT	edit
Dad	edit
	edit

+ Send a payer invitation

Setting up Payer Access

- For parents or other individuals to receive online access to your student account to view e-bills, to receive alerts, to make online payments, and to set up a payment plan, the student must have the payer's email and send an invitation as follows:

Payers
Do you know someone that would like to help you pay? Invite them to have access to your account!

BT	
Dad	
+ Send a payer invitation	

- For parents or other individuals to receive online access to your student account to view e-bills, receive alerts, make online payments, or set up a payment plan, the student must send the individual a “Payer Invitation” and give them the proper permission.
- 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 send the invitation, click on the “Send invitation” link.

Profile
Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

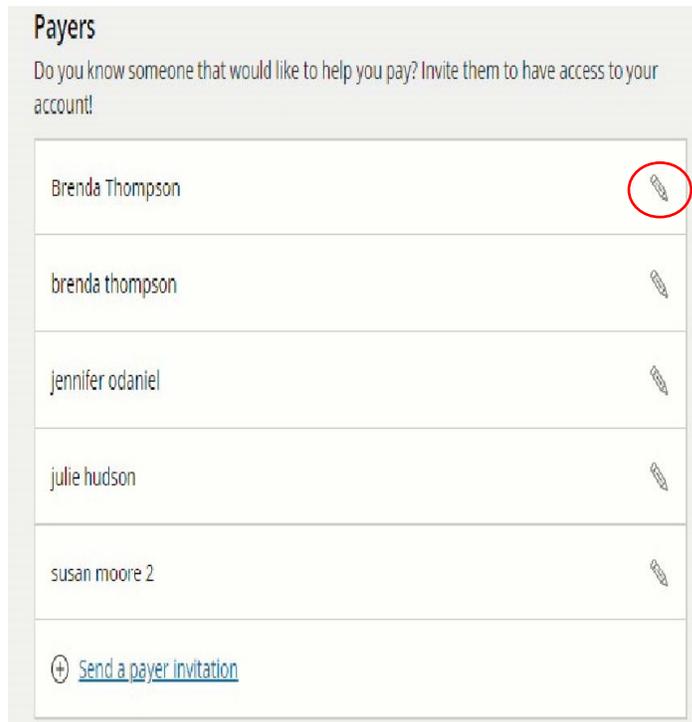
Message to payer

Maximum 250 characters

- 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. The payer must log-in and complete the setup process. Please note that the temporary password sent in the email is only valid for 24 hours.

To Change Payer Access & Reset Passwords

- To change payer access, remove a payer, or 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.



Activity Details Screen

- This section is where you will view all your student account activity.

Detailed Account Activity				
Student ID: 100079907				
Previous Term Balance: \$0 ... Current Charges and Payments: -\$140.69 ... Authorized Financial Aid: \$0 ... Total Amount Due: -\$140.69				
Authorized Financial Aid				
Term Description	Fund Code Description	Pending Credit		
Student Account Activity				
Term	Transaction Date	Description	Charges	Credits
Fall Semester 2020	November 13, 2020	Main Credit Card Payment		\$10,000.00
Fall Semester 2020	November 13, 2020	Refund Student Credit Balance	\$2,500.00	
Fall Semester 2020	November 4, 2020	Refund Student Credit Balance	\$1,500.00	
Fall Semester 2020	November 2, 2020	Refund Student Credit Balance	\$500.00	
Fall Semester 2020	October 29, 2020	Refund Student Credit Balance	\$750.00	
Fall Semester 2020	October 27, 2020	Refund Student Credit Balance	\$1,000.00	

Payment Plans Screen

Enrolling in a NEW Payment Plan

- If a balance is owed, this section will appear in the middle of the screen below the Summary balance to allow enrollment in the Payment Plan.
- Click the link that says “View Payment Plan Options” to sign up for a payment plan for that term.

Payment Plans

Current plans



Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

 [View payment plan options](#)

- After the “View payment plan options” link is clicked, the following sidebar will appear:

Overview

Payment Plans

20_SP
Spring 2020 Payment Plan



\$28,866
Amount you can enroll in plan

4 payments | \$40 enrollment fee

Payment Schedule

1	\$7,216.50 Payment due 1/1/20
2	\$7,216.50 Payment due 2/1/20
3	\$7,216.50 Payment due 3/1/20
4	\$7,216.50 Payment due 4/1/20

Auto pay available: If you set up auto pay, all scheduled payments will occur on the payment plan due dates.

Plan Details

Enrollment fee: There is an enrollment fee of \$40, due upon enrollment, to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the plan amount of \$28,866.

Cancel **Enroll in plan**

The plan will automatically provide you the breakdown of payments and the due dates based upon your account balance. Choose “Enroll in plan” to continue the set up.

Please note: All prior term balances must be paid prior to enrolling in the payment plan for the current term.



- After selecting “Enroll in plan,” the terms and conditions of the plan will be listed, as well as the payment dates. You must read and accept the terms and conditions before the payment plan can be completed by first selecting the check box at the bottom of the screen and then selecting the “continue” button.
- The next screen will ask for a phone number.
- Finally, a \$40 payment plan fee must be paid before completing the plan set up. You will be given the option of payment by credit card or electronic check. If you have saved payment methods, these will also be listed in the drop-down menu.
- Before submission, you will be asked to confirm that the information is correct. To confirm and complete enrollment, click on the “Pay” link at the bottom right corner.
- After completion, an email with the terms and conditions will be sent to the email address listed.

Setting up an AUTO Pay Plan

- To set up automatic payments, click on the “Set up auto pay” below the payment plan description. Please note that enrolling in the payment plan the fee of \$40 does not automatically set up automatic payment for your payment plan.

Payment plans

Plan	Paid	Remaining
20_SP: Spring 2020 Payment Plan	\$0	\$21,905
 Set up auto pay Make your payments on time and avoid late fees!		

- If you have already enrolled in automatic payments, you will see the green “Auto Pay” amount next to your payment plan description, as shown below.

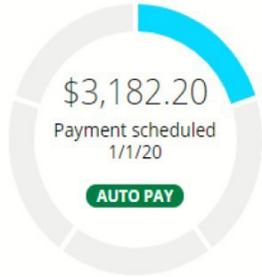
Payment plans

Plan	Paid	Remaining
20_SP: Spring 2020 Payment Plan AUTO PAY	\$3,182.20	\$12,728.80

- Clicking on the payment plan will open up the plan detail screen, which will show the payment history and the payment schedule of the remaining payment.

Payment Plans

20_SP
Spring 2020 Payment Plan

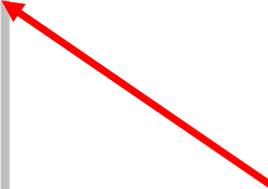


Paid \$3,182.20 | Remaining \$12,728.80

Payment Schedule

- ✓ \$3,182.20
Payment received
- 2 \$3,182.20
Payment scheduled 1/1/20
- 3 \$3,182.20
Payment scheduled 2/1/20
- 4 \$3,182.20
Payment scheduled 3/1/20
- 5 \$3,182.20
Payment scheduled 4/1/20

Make a payment



To see details of the Auto Payment Plan, click on the circle with three dots in the upper right and choose "View Auto Pay."

If you need to cancel your enrollment in auto pay select the "Cancel Auto Pay" button.

Make a Payment Screen

- This section will allow you to pay for various services, as well as your student account balance.

Pay amount
● ○ ○

0 items \$0 | Remaining due \$0

Available items

Health Services
Health Services-Please have receipt available to receive services
[View category](#)

OFFICE OF STUDENT LIFE
CLUB FEES AND ACTIVITIES
[View category](#)

Library Services
Library Fees
[View category](#)

Campus Police
Electronic Device and Bicycle Registration
[View category](#)

Prepay on your student account
[View details](#)

CatCard Replacement Card
\$20.00
[View details](#)

[View all items](#)

Transactions Screen

- This section shows a history of your payment transactions.

Transactions			
Date	Description	Receipt	Amount
8/4/20	Fall 2019 (Fall Semester 2019)	#448183	\$1.03
6/26/20	Student SIR Deposit	#448181	\$250.00
6/26/20	Fall 2019 (Fall Semester 2019)	#448180	\$9.12
12/10/19	CATCARD DEPOSIT FOR FACULTY AND STAFF BLOCK PLANS	#448170	\$250.00
12/10/19	CatCard Replacement Card	#448169	\$20.00

Statement Screen

- This section is where you will view your most current and prior e-bills.
- Please keep in mind that e-bills are static in time based on the date of the e-bill and do NOT reflect real-time account balance changes. Students can access current student account detail updated every 24 hours by using the "Detailed Account Activity."
- Students will receive an email to their UC Merced email account notifying them when a new e-bill is available.
- **Parents or other authorized payers will also be sent an email notification regarding e-bills if the notification is turned on.**

Statements

Date	Description	View	Save
12/1/17	eBill 12/01/2017		
12/1/17	eBill 12/01/2017 • NEW		
10/2/17	eBill 10/02/2017		
10/2/17	eBill 10/02/2017 • NEW		