CASHNet – Home Screen

The following screen will display upon logging into CASHNet. Please see the explanations below for the various sections:

Click on either hyperlink to view balances and/or make student account, Greek balance, payment plan or emergency loan payments.

View recent payments made in CASHNet.

Students can grant parents and/or other designated individuals access to CASHNet.

Bills issued after July 2011 are available via PDF.

Click here to view activity since the last bill.

Click here to view payment plan information (if applicable).

Payment methods can be saved to ease future transactions.

Setup optional text alerts
Accessing CASHNet

**Students:**

Students are able to login to CASHNet directly from e-Services. Simply click on the "CASHNet (billing/payments)" link.

**Third Parties:**

CASHNet allows students to grant parents or other authorized users access to make payments, view payment history, and account balances. To grant access, students simply click on the "Add New" link in the "Third Party PINs" section on your "My Account" screen. Complete the required information (see screenshot to right) and an e-mail will automatically be sent to the third party with the appropriate PIN and password. Third parties will be required to establish a new password.

Please note that CASHNet third party is only for student accounts receivable. Third party access for grades, financial and other access is granted through e-Services.
Establishing a Payment Plan

Student balances must be paid in full prior to August 1 (fall semester) or January 1 (spring semester) or enroll in DePauw’s five month payment plan. To sign-up for the payment plan, simply click on the “Sign Up Now” link in the “My Payment Plan” section of CASHNet (the Tuition Management System payment plan is no longer offered). The following is a screenshot of the sign-up page.

The monthly payments will be automatically calculated based on the sum of balances of the Tuition and Fees, Greek, and Emergency Loan, less pending Financial Aid.

The $40 per semester fee is due at the time of enrollment in the payment plan.

Payments are spread out over five months. The balance due for future payments may fluctuate based on additional charges incurred or additional aid received.

Read terms and conditions, select “I agree to terms and conditions listed”, enter your student ID for the “Electronic Signature”, and click “Accept”.

The total budget amount for this installment plan is $12,671.87.
This amount is based on charges and credits provided by your school.
Charges:
- Emergency Loan Balance ($250.00)
- Tuition Balance $17,921.87
Credits:
- Anticipated Aid $5,000.00
Total Budget Amount: $12,671.87

What You Pay Now
There is an enrollment fee of $40.00 to participate in this plan. This fee covers your school’s administrative costs associated with the plan and is in addition to the total budget amount.

What You Pay Later
Listed below are the dates your installments will be due and the amount due for each installment:

<table>
<thead>
<tr>
<th>Due</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/2011</td>
<td>$2,534.37</td>
</tr>
<tr>
<td>9/1/2011</td>
<td>$2,534.37</td>
</tr>
<tr>
<td>10/1/2011</td>
<td>$2,534.37</td>
</tr>
<tr>
<td>11/1/2011</td>
<td>$2,534.37</td>
</tr>
<tr>
<td>12/1/2011</td>
<td>$2,534.39</td>
</tr>
</tbody>
</table>

The total amount you will pay later is $12,671.87.

Please refer to the terms and conditions for information about non-payment, default, and right to accelerate.

Terms and Conditions
Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

I understand it is my responsibility to assure all payment(s) are made on time. Failure to receive a monthly billing statement does not excuse my obligation for prompt payment. In the event payment(s) are not received as identified, the account may be referred to an outside collection agency and credit bureau organizations. I understand I will be

- [ ] I agree to all terms and conditions listed.

Student ID
Electronic Signature:

[View Agreement]

[Cancel] [Accept]
Establishing a Payment Plan (continued)

Once the Payment Plan has been established, selecting the “5 Payment Plan” link in the “My Payment Plan” section of CASHNet will display a summary of the payment due dates and installment amount.

5 Month Payment Plan

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Installment Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2011</td>
<td>$2,534.37</td>
<td>$2,534.37</td>
</tr>
<tr>
<td>09/01/2011</td>
<td>$2,534.37</td>
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<td>$2,534.37</td>
<td>$2,534.37</td>
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<tr>
<td>11/01/2011</td>
<td>$2,534.37</td>
<td>$2,534.37</td>
</tr>
<tr>
<td>12/01/2011</td>
<td>$2,534.39</td>
<td>$2,534.39</td>
</tr>
</tbody>
</table>

Number of installments: 5
Budget amount: $12,671.87
Total paid so far: $0.00
Remaining balance: $12,671.87
Date enrolled: 6/28/2011

This plan is based upon the following imported amounts:
Emergency Loan Balance ($250.00)
Tuition Balance $17,921.87
Anticipated Aid($5,000.00)

Total: $12,671.87

Click here to view the Payment Plan agreement.
Click here to exit out of the payment plan screen.

The budget amounts will change during the semester based on payments made, additional charges incurred or additional aid received.
Making Payments

To make payments on the student account:

1. Click on the “Pay” or “Click Here to Make a Payment” link in “Make Payment” section.

   ![Make Payment](image)
   
   * Please note that Anticipated Aid and zero/credit balances are not included in the balance.

   The last payment received was for $41.16 on 6/28/2011.

2. Determine the Payment Amount (see screen shot below)

   **Payment Plan Participants:**

   If you are enrolled in a payment plan, delete all amounts except for the “IPP Payment” and edit the amount to equal your “Installment Amount”. Click “Checkout”.

   **Non Payment Plan Participants:**

   You can modify the payment amount by selecting “Edit” for any applicable accounts (“Tuition and Fees”, “Greek”, and “Emergency Loan”). Once completed, click “Checkout”.

   ![Shopping Cart](image)

   Please note that anticipated aid and accounts with credit balances will not be displayed.

   Once you have edited your cart, submit “Checkout”. 
3. Select the Payment type (ACH or Credit Card) and enter the appropriate information. Please note that a 2.9% service charge is added to all credit card payments. There are no additional fees for an ACH payment. Credit cards accepted include MasterCard, Discover, and American Express.

When establishing an ACH/eCheck payment, you will see the following screen:

4. Verify the e-mail address and select “Continue Checkout”.

5. Review the payment information one final time and select the “Submit Payment” button.