CASHNET ONLINE BILL AND PAYMENT INSTRUCTIONS

Students and parents will navigate differently to the Online Payment Site:

FOR STUDENTS: On the access.caltech website, select the CASHNet link.

FOR PARENTS AND OTHER DESIGNATED PAYORS: Use the following URL to get to the CASHNet site directly http://commerce.CASHNet.com/caltechpay

ALL: Once you have reached the Online Payment Site, the process is the same for all who are authorized to make payments.

- Select the “Payment” link found at the top of the CASHNet home page.
- Select "Current Balance Due"
- Enter the amount that you would like to pay by back spacing the amount showing and typing in the amount that you would like to pay (system default is the full balance)
- Select" Add to Basket"
- Validate that the amount is correct and select "Pay Now"
- Complete the information on the form. You will want an actual check in front of you in order to reference the bank account number and routing number. (Reference check example below)
  Select "Continue Checkout"
- Validate your information and click "Submit Payment"
- Once you have printed your receipt, you may select "Sign Out".

You will need the following information to complete your online payment CASHNet:

- Account type (Checking or Savings)
- Checking or Savings Account Number (Account number in example below)
- The Bank Routing Transit Number (Routing number in example below)
- The Account Holders name (first and last)

![Check Example Image]
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TO ADD PARENTS AND OTHER DESIGNATED PAYORS AS USERS OF CASHNET:

Adding a parent or other designated payor as a user of a CASHNet account allows the user to receive monthly statements and to make online payments. In order for the student to add an authorized user, they would log into CASHNet and follow the below listed steps:

- Scroll to the bottom of the CASHNet home page to the bottom box titled “Authorized Users”
- Select the “Add New” link
- Complete the online form by filing in the newly authorized users name, and e-mail address
- Select the permissions including access to statements and/or permissions to receive e-mail notification
- Select the O.K. button
- An e-mail notification will automatically be sent to the new authorized user with their temporary password, login ID and a link to the CASHNet log in site.

TO RESET A PARENTS AND OTHER DESIGNATED PAYORS PASSWORD:

- The student would reset a parent or third party payor’s password by logging into CASHNet through access.caltech.edu, and then selecting the CASHNet link.
- The student may scroll to the bottom of the main page to the “Authorized User” box.
- Next the student would select the “Edit” link
- Then the student would select the “Password Reset” button in grey at the bottom of the page.
- Once the student has completed the password reset steps as directed on the web page, then CASHNet will automatically send an e-mail notification to the parents e-mail address with the new pass word.

If you need further assistance please visit or contact the Bursar Office at:

Bursar's Office
Center for Student Services
414 S. Holliston Ave.
M/C 120-87
Pasadena CA 91125
626-395-2988 Tel
626-304-0883 Fax
bursar@caltech.edu

Business hours:
8:00 a.m. - 5:00 p.m.