Caltech Bursar's Office

Students and parents navigate differently to the Online CASHNet Site:

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

PARENTS AND OTHER AUTHORIZED USERS: Use the following URL to get to the CASHNet site directly: **http://commerce.CASHNet.com/caltechpay**.

Add parents and other authorized users to CASHNet:

Adding a parent or other authorized users to a CASHNet account allows the user to receive monthly statements and to make online payments. For the student to add an authorized user, they must log into CASHNet and follow the steps listed below:

- 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 **user's 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 parent's or other authorized user's password:

The student must reset a parent's or third-party payer's password by logging into CASHNet through access.caltech.edu, and then selecting the CASHNet link.

- Scroll to the bottom of the main page to the "**Authorized User**" box.
- Next select the "**Edit**" link.
- Then select the "**Password Reset**" button in grey at the bottom of the page.
- Once the password reset steps are completed as directed on the web page, CASHNet will automatically send an e-mail notification to the parent's or authorized user's e-mail address with the new password.

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

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