Caltech Bursar's Office

CASHNET ONLINE STATEMENT AND PAYMENT INFORMATION

To make a payment online using CASHNet: Students and parents will navigate differently to the Online Payment Site.

> STUDENTS**:** On the access.caltech.edu website, select the **CASHNet** link.
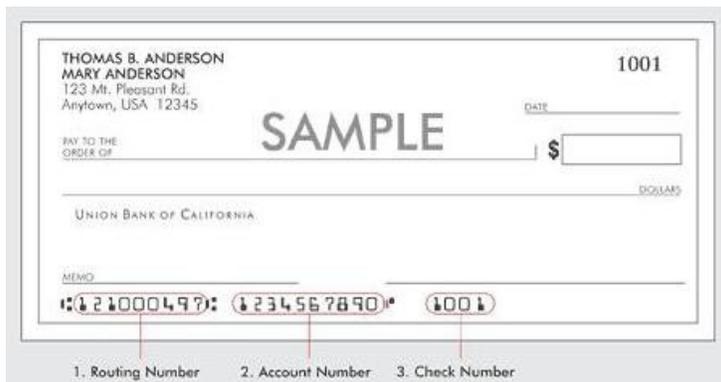
> PARENTS AND OTHER DESIGNATED PAYERS: Students must first **"Add New"** payer. (See page 2 of instructions.) The payer may then use the following URL to get to the CASHNet site directly: **http://commerce.CASHNet.com/caltechpay**.

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

- Select the "**Make Payment"** link found at the left side of the CASHNet home page.
- Select "**Current Balance Due**" to pay the current balance or select "**Payment of Other Amount"** and enter the amount you want to pay.
- Validate that the amount is correct and select "**Pay Now**" and then select "**Add to payment."**
- Select "**Continue.**"
- Select "**Payment method**" and complete the information on the form. You will want an actual check in front of you in to reference the bank account number and routing number. (Reference check example below)Select "**Continue.**"
- Validate your information and click "**Pay.**"
- Once you have printed your receipt, you may select "**Sign Out.**"

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

- 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 Holder's name (first and last)

To add parents and other designated payers as users of CASHNet:

Adding a parent or other designated payer 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 must log into CASHNet and follow the steps listed below:

- Select "**My Account**."
- Scroll down to Payers and select "**Send a payer invitation**."
- Complete the online form by filing in the newly authorized **user's name** and **e-mail address.**
- Select the permission "**Allow Access to statements.**"
- Select "**Send invitation**."
- An e-mail notification will automatically be sent to the new payer with their temporary password, login ID and a link to the CASHNet log in site.

To reset a parent's or other designated payer'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.

- Select "**My Account**."
- Scroll down to Payers and click on the pencil next to the payers' name.
- Scroll to the bottom and select "**Resend payer invitation**" this will send an email to the payer and reset the password.

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

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