Make a Payment

Posting of Payments
Payments will be immediately posted to the account.

Instructions:

1. Either log in to My Akron as a student or log in as an authorized user.

2. You will be notified that you will be redirected to the CASHNet site. Click **Continue to CASHNet**.

> NOTE: For assistance with disabling pop-up blockers visit the Software Training web site.

go to ...

Make a Payment

Press the "Continue to CASHNet" button below and you will be redirected to the CASHNet site where you will be able to make a payment, sign up for installment payment plan, view your electronic bills or setup a parent/authorized user account.

You may have to disable your pop-up blocker to access the CASHNet site.

This link will expire in 30 seconds. If you are not successfully redirected, Press "Cancel and Return to Student Center" and try again.
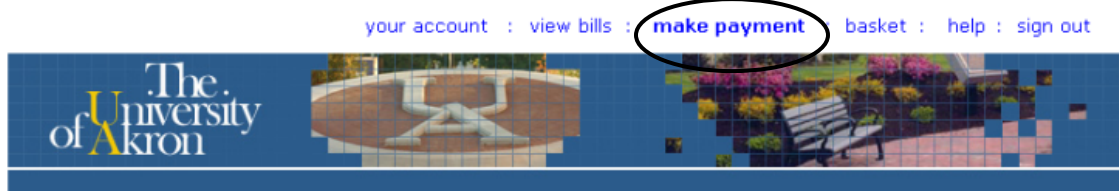
CONTINUE TO CASHNET   CANCEL AND RETURN TO STUDENT CENTER

Instructions:

3. From the main account page click the **<u>Make Payment</u>** link.

> Notice the message indicating effective 12/15/08 students and parents may pay with a credit card through CASHNet. CASHNet accepts Master Card, Discover, and American Express, but **NOT** Visa.

your account : view bills : make payment   basket : help : sign out
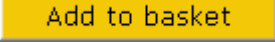
The University of Akron

Starting 12/15/08, students and parents who wish to pay tuition and fees with a credit card can do so seamlessly through CASHNet® Smartpay. CASHNet® accepts <u>Master Card, Discover and American Express, but not Visa</u>.

CASHNet® assesses a 2.9% non refundable service charge on each credit card transaction. Electronic checks continue to be accepted with no service charge.

TESTLAST,FIRST

Your Account

Current Balance $760.04

Ready to <u>Make a Payment</u>?
The last payment received was for $1.03 on 11/17/2008.

Your Recent Payments   <u>View All</u>

11/17/2008 $1.03   <u>View</u>

Authorized User PINs   <u>Add New</u>

Notice about Authorized Users:

Authorized Users have access to make a payment, payment history, account balances on student accounts, e-bills and payment plans.

Authorized Users do not have access to financial aid, grades, or other online student information (such as ZipLine).

You currently have no Authorized User PINs set up.

Your Bills   <u>View All</u>

No recent bills for your account.

Installment Payment Plans

<u>You are currently enrolled in the 2008 Spring Installment Pay Plan.</u>

Saved Payment Methods

TestCard   <u>Edit</u> <u>Delete</u>

Instructions:

4. Two links will appear for fees. The first **Fees** link displays the current fee charges. Selecting this link will automatically fill in the current fee charges as the payment amount. However, this amount can be modified to any amount. The second **Fees** link does not have any amount associated with it. Clicking this link will require the user to enter the amount they wish to pay. Click either **Fees** link.

Instructions:

5. In this example we have selected the first **Fees** link. Notice the fee amount has been automatically entered. To change this amount click inside the "Amount to Pay" box and enter the payment amount.

6. Once the payment amount is correct click the [Add to basket] button.
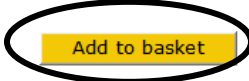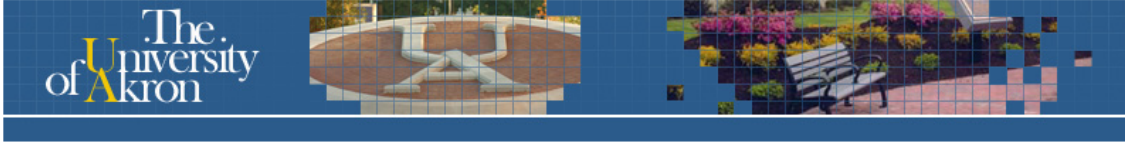
Instructions:

7. In this example we will pay $100.00. The screen returns showing the amount we have specified to pay ($100.00). Click the [Submit Payment] button. If the amount is incorrect, click the **Edit** link and enter the correct amount.

Instructions:

8. If a payment has already been made to the account within the past 24 hours a warning message will appear to notify the user of the earlier payment. This is a safeguard to prevent multiple payments being made in error. The last payment date, time, and amount will be displayed.

9. If you still wish to make a payment click the box labeled "I understand that the payments listed above have been made and wish to proceed with this payment anyway". *You must select this button in order for the payment to be processed!*

10. Click the [**Continue Checkout**] button.

Student,Joseph Quincy

WARNING

One or more payments have been processed on this account using this system within the last 24 hours. Those payments are as follows:

Receipt #925 on 2/2/2006 11:22:05 AM for $100.00.

The payments listed above have already been accepted.
If you make a payment now, it will be in addition to those payments.
Are you sure you wish to proceed with this payment?

☐ I understand that the payments listed above have been made and wish to proceed with this payment anyway.

[Review Basket]   [Continue Checkout]

Instructions:

11. Select the method of payment. CASHNet accepts the following methods of payment:
   - MasterCard
   - Discover
   - American Express
   - The University of Akron also offers Electronic checks at no charge (pay online with your personal check)

   In this example, the student previously saved their checking account information (and named it "My Checking Account".)

<div align="right">Student,Joseph Quincy</div>

Select Method of Payment

- ● Enter new credit card information
- ○ Enter new electronic check information
- ○ My Checking Account

<div align="right">Continue Checkout</div>

12. Once the payment method is selected, click [Continue Checkout]

Instructions:

13. The following notice is displayed. Note that a service fee will be charged for using CASHNet® SMARTPAY credit card. Click the checkbox to acknowledge your acceptance of this fee.
14. Click **Continue Checkout** to continue the checkout process.
15. Click **Review Charges** to review your charges.
16. Click **Cancel my Transaction** to cancel the payment process.

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of $2.90.

This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.

☐ I acknowledge that I have read and accept the terms and conditions of the CASHNet® User Agreement and I understand that my transaction includes a non-refundable service charge of $2.90 for the use of CASHNet® SmartPay.

Review Charges	Cancel My Transaction	Continue Checkout
terms	privacy	security

For questions about your student account, please call the Office of Student Accounts at (330) 972-5100.
For technical assistance, please contact the Computing Help Desk.

Instructions:

17. Enter the requested account information.

    If you wish to save the credit card information to use for future payments, select a name for the payment method (for example, My MasterCard). Remember, no other users will have access to this information.

Enter credit card information

Credit Card Number	
	We accept:
Expiration Month	Select Month
Expiration Year	Select Year
Cardholder Name	
Address	Enter the address where you receive the bill for this card.
City	
State/Province/Region	
Zip/Postal Code	
Country	United States
Card ID Code	Enter the three or four digit code from your card. Help
Email Address	joestudent@uakron.edu

(Optional) Please provide a name for this payment method to be saved for future use :

ex: 'My Credit Card' or 'Checking'

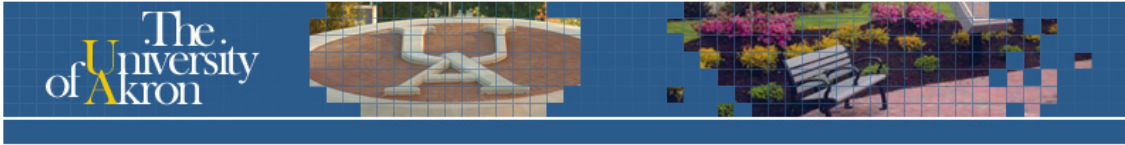(You'll have a chance to review this order before it's final)

Continue Checkout

18. Click the **Continue Checkout** button.

Instructions:

19. You will be asked to verify the information. Click the [Submit Payment] button to process the payment.

Instructions:

20. You should receive a "Transaction Approved" message. Note that a copy of the receipt will automatically be emailed to you (provided a valid email address has been supplied).

21. To print a receipt click the [View Printable Receipt] button.

22. To email another copy of the receipt click the [Email Another Receipt] button.

your account : view bills : **make payment** : basket : help : sign out

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BEAN,NANCY
E

CASHNet® assesses a 2.9% non refundable service charge on each credit card transaction. Electronic checks continue to be accepted with no service charge.
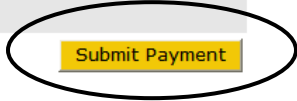
Transaction Approved

Receipt Number: 3439
Customer: BEAN,NANCY E
Web
11/14/2008

Description	Amount
1 Fees	100.00
Service Fee	2.90
Total	**102.90**

Payments Received	Amount
CASHNET SMARTPAY AKRON	102.90
MasterCard XXXXXXXXXXX5454	
Authorization # TEST39	
Total	**102.90**

Thank you for your payment.

Your receipt has been emailed to noname@uakron.edu

[Email Another Receipt]
[View Printable Receipt]

Instructions:

23. If you wish to return to the account page click the **Your Account** link.

24. Make sure to log out of the system by clicking the **Sign Out** link when finished.

If you have questions about this process, contact Student Accounts at:
cashier@uakron.edu