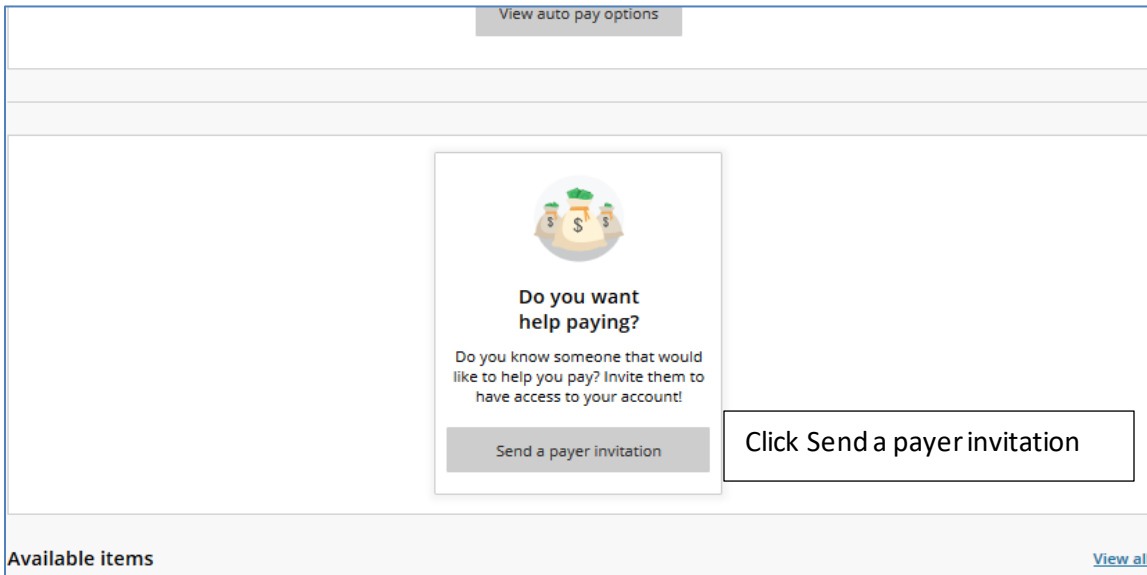
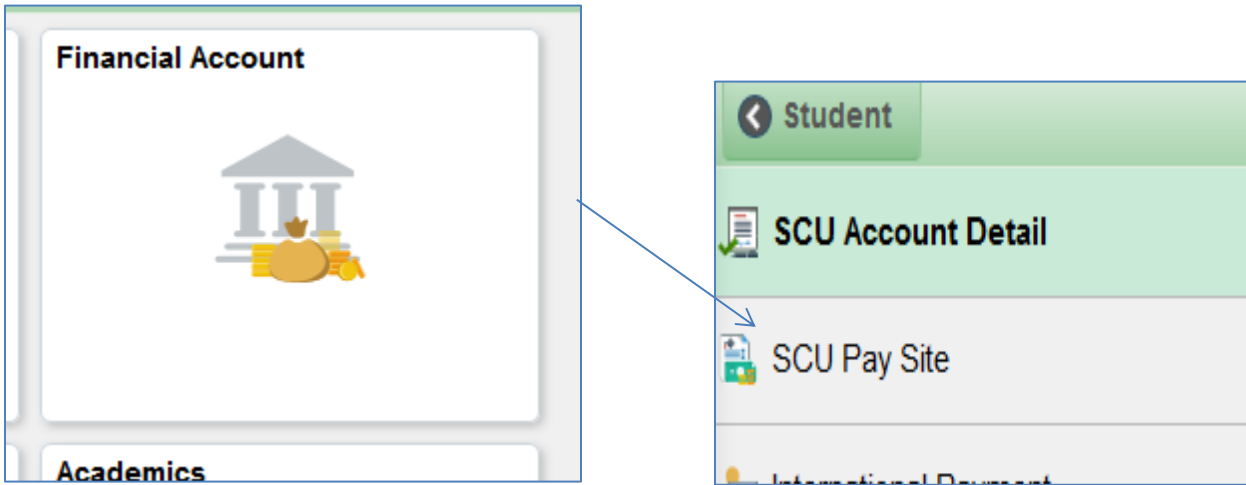


How to Set up an Authorized Payer

The student sets up the Authorized Payer through their ecampus login.

Students: Log into ecampus at <https://www.scu.edu/ecampus/> and click the **Financial Account** tile then **SCU Pay Site**.

Authorized Payer link: <https://commerce.cashnet.com/scupay>





Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

Message to payer

Maximum 250 characters

Enter the parent information or third-party information.
More than one Payer Invitation can be entered.

Cancel

Send invitation

Overview



Payer Invitation





Success! An invitation has been sent to
A



Access your profile page to edit existing payers or
invite new payers.

Invite another payer

Close

[redacted] created an account for you at Santa Clara University TRAINING 

University TRAINING  Inbox x CashNet/Transact x

onestop@scu.edu 2:29 PM (8 minutes ago)   Reply

to me ▾

[redacted] has created an account for you at Santa Clara University TRAINING.

Hi, Here is your Payer Information to pay Online.

Your new login information is:

Authorized User: A [redacted]
Password: xCerfgC [redacted]

To access the account, please click the link below.

<https://commerce.cashnet.com/scupay>

(If clicking the link does not work, please copy and paste the information into your browser.)



User name

Password

Sign in

[Forgot password](#)

Note: When logging into the SCU Pay Site, a black screen will come up.

You will be asked to Create a New Password on the initial log in. Remember to write down your User name and new password.



Overview

Authorized Payer Name

Notifications

The 2019-2020 health waiver is open online for students at www.santaclara.edu/insurance. New students should complete the online waiver in...

The Notification box will have University messages and Hold messages. The Notification box will minimize to a bell icon.

My Account

Fb

Santa Clara University TRAINING

Student's Name

Summary

Payment on Student Account

Balance

| | |
|-----------------------------------|------------|
| Balance from prior bill | \$5,888.00 |
| Account activity since prior bill | \$70.00 |
| Current account balance | \$5,958.00 |
| Anticipated aid | \$0.00 |
| Projected account balance | \$5,958.00 |

The Current account balance will match the SCU Account Detail from eCampus.

[View activity details](#)

Payment plans

[View](#)



Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[Make a payment](#)

- Activity Details
- Auto Pay
- Payment Plans
- Make a Payment
- Transactions
- Statements
- Sign Out

Click Make a Payment on the left hand menu or Make a Payment on the bottom of the SCU Pay site page

Overview

- Activity Details
- Auto Pay
- Payment Plans
- Make a Payment
- Transactions
- Statements
- Sign Out

Activity Details

| | | | |
|--|--------------------------|-----------------|-----------------|
| Balance from prior bill | | \$ | 5,888.00 |
| Account Activity since prior bill | | | |
| 2020-07-02 | Dewars Tuition Insurance | Spring 2020 | \$ 70.00 |
| | | <i>Subtotal</i> | \$ 70.00 |
| Anticipated Aid | | | |
| No Activity Found | | | |
| Current account balance | | \$ | 5,958.00 |
| Projected account balance | | \$ | 5,958.00 |

Auto Pay

Available for auto pay

Scheduled Payment

\$0.00 - your choice

[Sign up](#)

TEST BALANCE PAYMENT


\$0.00 - your choice

[Sign up](#)

① To sign up for or manage auto pay for a payment plan view [payment plan](#) details

Payment Plans

Current plans



Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

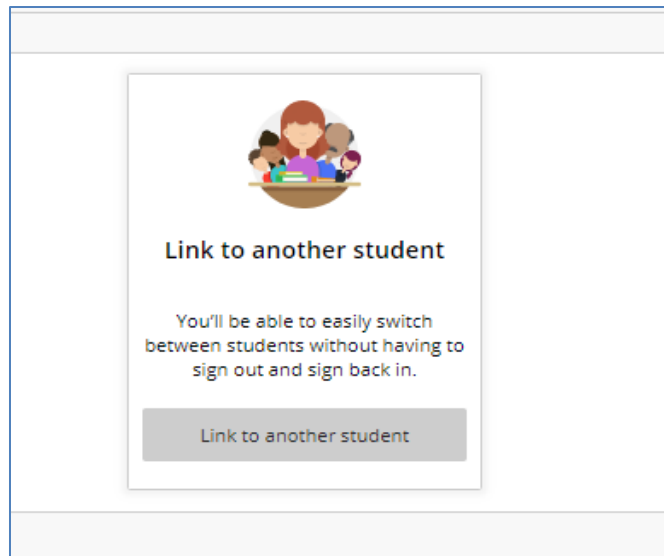
[View payment plan options](#)

An Authorized Payer can add another student and use only one log in.

Each student must enroll their Authorized Payer. Note: In order for the Authorized Payer to use one log in, each student must enter a unique user name. Example: User name is Sam Lee. One student used Sam Lee for the Payer name. The other student can use samlee.

Enter the Authorized Payer name and Password for the other student.

Both (all) students that have you as an Authorized Payer will appear on your SCU Pay Site.

A screenshot of a web page titled "Students" with a sub-header "Student link". The main heading is "Link to another student". Below this heading is a text instruction: "Enter the user name and password that you use to sign into another student's account at Santa Clara University TRAINING." There are two input fields: the first is labeled "* User name" and the second is labeled "* Password". Both fields are currently empty.