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/](https://www.scu.edu/ecampus/) and click the **Financial Account** tile then **SCU Pay Site**. **Authorized Payer link**: [https://commerce.cashnet.com/scupay](https://commerce.cashnet.com/scupay)
Enter the parent information or third-party information.
More than one Payer Invitation can be entered.
Payer Invitation

Success! An invitation has been sent to

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

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

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

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