MONTHLY PAYMENT PLANS FOR AUTHORIZED USER & CURRENT STUDENTS

Authorized User login:  https://commerce.cashnet.com/scupay
Student login:  www.scu.edu/ecampus, click the Financial Account tile. Click SCU Pay Site

This is the Authorized Users login page.

The Authorized User can be family members or a third party.

Note: If you do not have an Authorized User name or Password, your student must set it up through their ecampus account.

This is an example of an Authorized Users CashNet landing page. The Student’s SCU Pay Site will not have the Student Links box, the Saved Accounts box, or the Account Preference box.

If you are having problems logging in or viewing parts of the landing page, try to clear the cache and/or pop-up blockers or try a different browser. CashNet/HigherOne works best with Internet Explorer.
1. **MESSAGES** will show important messages including hold notifications.
2. **YOUR ACCOUNT** will reflect your current account activity for the billing cycle.
   a. The *Click here to make a payment* link can be used to pay the account in full.
   b. The *Click here to view details* link will show real time details of the student’s account for the billing period.
3. **RECENT PAYMENTS** show the last three online payments. Click *View All* to see all the online payments.
4. The **AUTHORIZED USERS** can use one user name and password to log in and view more than one student. For the initial setup, each student will have to set up a unique user name for the Authorized User. The User would then log in using one of the User’s name and password then Add New to set up the other student. Students can see all the Authorized Users they set up. The student can Edit or Delete the Authorized User. The Authorized User cannot see any other Authorized User.
5. **YOUR BILLS** are your current and past statements. A monthly billing statement is generated if there has been activity (payment or charge) for the month. The last three bills will be listed. To view all bills, click the View All link.
   a. Select *Click here to make a payment*.......to make a payment. You can submit payment with an echeck using a personal checking or savings account. The account(s) can be saved for future use.
6. **INSTALLMENT PAYMENT PLANS** – Each term the Student or Authorized Users can choose to remit payment in monthly installments via automatic debit from your US Bank account. There is a non-refundable $40 enrollment fee per term and payments are automatically debited from your account the 15th of each month.
7. **SCHEDULED PAYMENTS** – A payer can pre-schedule a payment for a later date. An email confirmation is sent when the prepayment is scheduled and when it has been processed. **DO NOT** use the scheduled payment for the monthly payments. If a payer makes the payment before the scheduled payment comes due, the scheduled payment must be deactivated or the payment will be processed on the scheduled date.
8. **SAVED ACCOUNTS** will be stored securely for your convenience of using the same account to submit regular tuition and fee payments. The student does not have access to the Authorized Users Saved Accounts. The Saved Accounts can be same or different from the bank account used for the monthly payment plan.
9. **ACCOUNT PREFERENCES** The Authorized User can change the email, the password, reset the secret question, and SMS alerts. The student does not have access to the Authorized User’s Account Preferences.
   **Note:** The student can delete an Authorized User if the User has never logged onto the CashNet site. If the User has logged in, and made a payment, even once, the student can only edit the Authorized User.
To join a monthly payment plan for the term, click on Enroll in...Payment Plan link.

The Payment Plan page will automatically populate using the Projected account balance in the ‘Your Account’ box.

Bank information can be saved in the Saved Accounts box and used for the payment plan.

DO NOT USE THE SCHEDULED PAYMENT LINK FOR A PAYMENT PLAN PAYMENT.
This page confirms the first payment amount. If you have a saved account, it will be one of the options.

### UG Winter Payment Plan

The following items must be paid now to enroll in the UG Winter Payment Plan:

- **Enrollment Fee**: $40.00
- **First installment**: $1,620.00
- **Total**: $1,880.00

Which payment method would you like to use to pay this?

- [ ] Enter new electronic check information.
- [ ] I do not want to pay the fee; please cancel my enrollment in the plan.

[Cancel] [Continue]

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If you checked Enter new electronic check information, this page will come up. If you picked a saved account, it will take you to the next page — see next screen shot.

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### UG Winter Payment Plan

Please enter your bank account information and click on the 'Continue Checkout' button.

- **Bank Account Number**: 
- **Confirn Bank Account Number**: 
- **Account Type**: Checking, Savings
- **Routing Transit Number**: 
- **Account Holder Name**: 
- **Email Address**: 
- **[Optional] Please provide a name for this payment method to be saved for future use**: 

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

[Continue Checkout]

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### UG Winter Payment Plan

Please confirm the information below. To submit your payment for the Enrollment Fee and the Installments you have missed due to late enrollment, click on 'Submit Payment' below.

- **Account Holder Name**: ALO
- **Account Number**: XXXX567
- **Account Type**: Checking
- **Routing Transit Number**: 121000358
- **Bank**: BANK OF AMERICA, N.A., HENRICO, VA
- **Email Address**: aor
- **Amount**: $3,023.34

[Cancel] [Submit Payment]

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### UG Winter Payment Plan

Payment plan payments are remitted by ACH only. Your bank account will be automatically debited on each scheduled payment date. Please provide the bank account to be used for these payments.

- [ ] Use the same payment information and email address I entered for the Enrollment Fee.
- [ ] Enter new electronic check information.

[Continue]
The payer on the monthly payment plan payment will receive four emails:

1. Thank you for your payment. - Receipt for the non-refundable $40 Enrollment fee
2. Thank you for your payment. – Receipt for the payment plan payment
3. Undergraduate (Law, Graduate) Term Payment plan. – Thanking you for joining a plan. The due dates and amounts will be included on the email.
4. You have successfully scheduled your automatic payment.

If you join a payment plan and your initial payment is returned unpaid, the student’s account is subject to a hold, a $25 return check fee, a $100 late payment fee, and the plan can be terminated. Contact the Bursar’s Office at 408-554-4424 or email bursarpayplan@scu.edu.

If a future payment is returned, you are subject to a hold, a $25 return check fee, a $100 late payment fee, and the plan terminated if the payment is not replaced. Contact the Bursar’s Office for instructions on replacing a payment plan payment or rejoining a payment plan.

Bursar’s Office contact information:
Call 408-554-4424
Email bursarpayplan@scu.edu