**VIEW BILL AND MAKE PAYMENT FOR STUDENTS AND AUTHORIZED USER**

**Student Login:** scu.edu/ecampus, click the Financial Account tile

<table>
<thead>
<tr>
<th>Student</th>
<th>SCU Account Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCU Pay Site</td>
<td></td>
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<tr>
<td>International Payment</td>
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<tr>
<td>SCU Tuition &amp; Fee Form</td>
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<tr>
<td>Dewar Tuition Refund Plan</td>
<td>03/2</td>
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<td>Refund</td>
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<tr>
<td>Financial Policies</td>
<td>08/3</td>
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<td>Web Resources</td>
<td>11/3</td>
</tr>
</tbody>
</table>

Click on SCU Pay Site
View the Billing Statement, Make Payment and set up an Authorized User.

**Authorized User login:** [https://commerce.cashnet.com/scupay](https://commerce.cashnet.com/scupay)

**This is the Authorized Users login page.**

The Authorized User can be family members or a third party. An email will be sent to the Authorized User after being created by the student. The email will include the login name and temporary password. The Authorized User will have to reset the password at the first login.

If you are having problems logging in or viewing parts of the landing page, try to clear the cache on your device, check for pop-ups, or try a different browser. CashNet-Blackboard works best with Internet Explorer.
Student and Authorized Users CashNet/HigherOne landing page. The student page is slightly different from the Authorized User page.

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. This area is blank for AUTHORIZED USERS but it will be populated for the Student. The students will see all the Authorized Users they set up. The student can Edit or Delete the Authorized User.
5. **YOUR BILLS** are your current and past statements. A monthly billing statement is generated if there has been activity 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. **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.
8. **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/HigherOne site. If the User has logged in, and made a payment, even once, the student can only edit the Authorized User.
Your Account has real time activity!
Click here to make a payment
Click here to view details to see the details of the real time activity.
Note: Since this is real time, the Projected account balance can change due to enrollment and or aid changes.

Welcome to your new online billing & payment system. We hope you will find it easy to use. Students will have to reset passwords for any authorized users under their HigherOne/Cashnet account. Locate the Authorized User box and click Add New to get started.

The following amount will be remitted as a payment toward your account. Please verify the amount and click the Checkout button to continue:

<table>
<thead>
<tr>
<th>Description</th>
<th>Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment on Student Account</td>
<td>71.00</td>
</tr>
</tbody>
</table>

Subtotal $ 71.00

Select this box if you are not enrolled and would like to prepay for tuition or charges not yet reflecting on your account. If you need assistance with your estimated payments go to www.scu.edu/bursar/tuition

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Pay Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepayment on Student Account</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Subtotal $ 0.00
Total $ 71.00

To view the current bill, click on View. The box will list the last 3 month’s bills. To see past bills, click View All. Note: The bill can show a different amount from the real time activity box due to changes after the bill was generated. The bill is static and is updated once a month at the end of the month.

Note: If you are paying an amount different from the amount billed, edit the amount in the Payment on Student Account Box NOT the Prepayment on Student Account Box. The Prepayment box should only be used if there is no amount in the top Payment Amount box. Confirm the total before clicking Check out.

The top Pay Amount box is the current amount due on the student’s account. When you click Checkout, you will be directed to enter your bank information, verify then submit your online payment. An email from OneStop@scu.edu will be sent to the student’s SCU email and/or the Authorized Payer confirming the payment.
...This is the online Billing Statement. To mail in payment, send a copy of the billing statement with your payment to: SCU Payment Processing, PO Box 550, Santa Clara CA 95052-0550.

To join a monthly payment plan for the term, click on Enroll in...Payment Plan link. There is no automatic re-enrollment, please re-enroll each term.

The Billing Statement can be printed or emailed to third parties such as College Savings plans (529) or employers. It is the responsibility of the student/payer to ensure tuition and fee payments are received by the due date on the Billing Statement.

The Payment Plan page will automatically populate using the Projected account balance from Your Account. The first installment plus the $40 non-refundable enrollment fee is due upon enrollment. The monthly installments are automatic deductions. The payer will receive an email prior to the deduction. Contact the Bursar’s Office at 408-554-4424 or email bursarpayplan@scu.edu, if you need assistance.