

Quick Guide to Paying Your Student's Bill Online

Step 1: Login to UNL E-Payment System – <https://commerce.cashnet.com/UNLPAY?LT=P>

Login with the user id and password provided to you in the email you received regarding your Authorized Payor account.

Your student must set you up as an Authorized Payor on their student account. If they have not done so, they need to follow the instructions here: <http://bursar.unl.edu/setting-up-an-authorized-payor>

Step 2: UNL E-Payment System - Select "Click here to make a payment".

Description	Pay Amount
Payment on Student Account	\$ 2,252.45

Subtotal \$ 2,252.45

Total \$ 2,252.45

Checkout

Step 3: Enter Amount of Payment – Enter the amount you would like to pay in the Pay Amount box.

Please Note: Payment is only allowed if there is a positive balance on the account.

Step 4: Choose Payment

Method - Choose your method of payment.

Step 5: Submit Payment –

Complete the form for the payment method selected. See separate document “Paying Your Bill with Foreign Currency” for further details on this option.

The screenshot shows the top navigation bar with links for 'YOUR ACCOUNT', 'make payment', 'HELP', and 'SIGN OUT'. The University of Nebraska Lincoln logo is prominently displayed. Below the logo, it identifies the 'UNL Bursar's Office' and 'HERBIE HUSKER'. The main heading is 'Welcome to the UNL E-Payment System!'. The section is titled 'Select Method of Payment'. A note states: 'Please Note: A balance of less than \$5 can be rolled over to the next month's invoice without penalty.' Three radio button options are listed: 'Pay by Credit Card - A 2.75% convenience fee will be assessed on the payment amount.', 'Pay by Electronic Check (Your debit or credit card number will NOT work here.)', and 'Pay by Foreign Currency'. A 'Continue Checkout' button is located at the bottom right of the form area.

Electronic Check Form:

The form is titled 'Enter Bank Account Information'. A note states: 'This transaction will appear on your financial institution records as "UNIVOFNE-LINC SCHOOLFEES".' A warning says: 'Review your data carefully as any returns will result in additional charges. UNL's returned check fee is \$30.' An important note reads: 'IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.' Instructions explain that checks from regular checking accounts at U.S. domestic banks may be used, but routing/transit and account numbers must be entered carefully. An option is provided for users unsure of their check's eligibility. The form includes input fields for: Bank Account Number, Confirm Bank Account Number, Account Type (with radio buttons for 'Checking' and 'Savings'), Routing Transit Number, Account Holder Name, and Email Address. An optional field for a payment method name is at the bottom. A 'Continue Checkout' button is at the bottom right.

BE VERY CAREFUL WHEN ENTERING INFORMATION. Inaccurate information will result in a \$30.00 return check fee.

CAUTION: Do NOT enter your debit card or credit card number on the Electronic Check Form. Neither is the bank account number needed to make this type of payment.

Save your payment information for future use by entering a name for the payment method at the bottom of the screen.

Credit Card Form:

A 2.75% convenience fee is charged on all credit card payments. You must accept this fee prior to making payment. Credit cards are ONLY accepted online.

Save your payment information for future use by entering a name for it at the bottom of the screen.

The form is titled 'Enter Credit Card Information'. A note states: 'This transaction will appear on your credit card statement as "CASHNet SmartPay UNL".' It features logos for Discover, MasterCard, and VISA, along with the UNL logo. The form includes input fields for: Credit Card Number, Expiration Month (dropdown), Expiration Year (dropdown), Cardholder Name, Address, City, State/Province/Region, Zip/Postal Code, Country (dropdown set to 'United States'), and Email Address. An optional field for a payment method name is at the bottom. A 'Continue Checkout' button is at the bottom right.