

## How to provide parents/authorized payer access to set up a payment plan and make payments.

### Step 1 of this process begins with the student.

1. The student logs into MyJudson
2. Click on Student Info
3. Click on Finances
4. Click on Student Accounts
5. Click on Go to CashNet
6. Scroll down to Do You Want Help Paying?
7. Click on Send a Payer Invitation
8. Enter payer information as requested
9. Click on send invitation

### Step 2 of this process continues with the invited payer.

1. The invited payer will receive an email that contains:
  - a. a Parent PIN
  - b. a temporary password
  - c. a link to the Cashnet website – save this link – you will need this for future log ins
2. The invited payer should click on the CashNet link
3. Enter the Username/Parent PIN included in the email
4. Enter the Password included in the email
5. Create a new password as prompted
6. Click on View payment plan option
7. Enroll in plan and make required payment, including first payment and the payment plan fee
8. Having problems navigating or accessing the site? Please call the CashNet Payment Plan Help Desk 1-877-405-4937