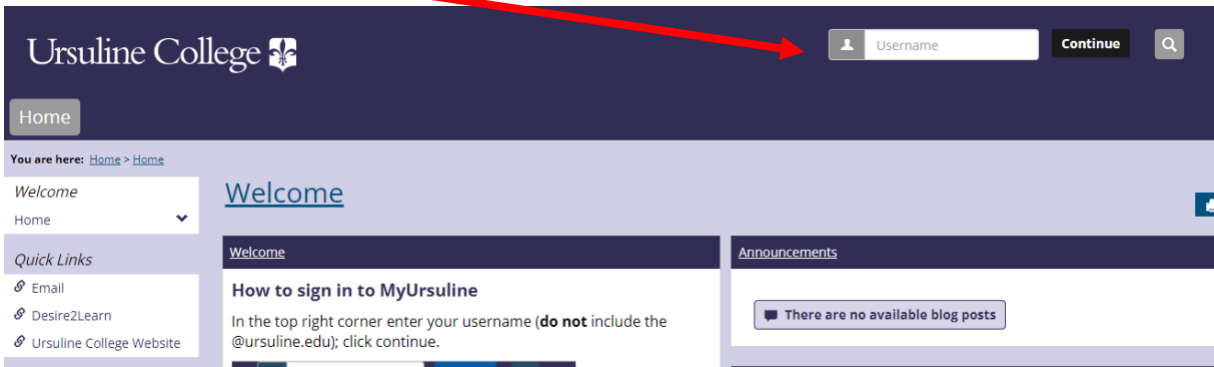
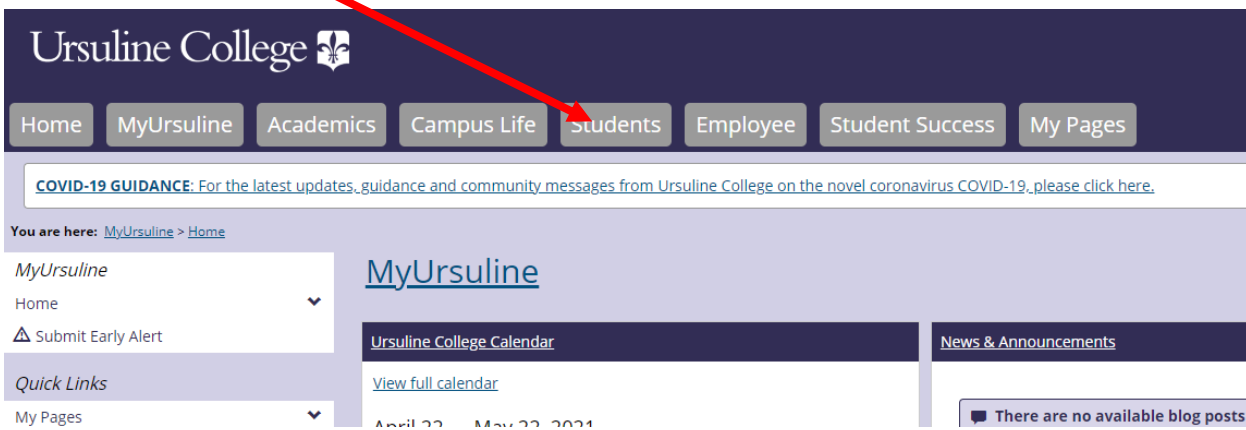


How to make a payment on CashNet if you have a 0.00 balance or want to pay your tuition before the semester starts.

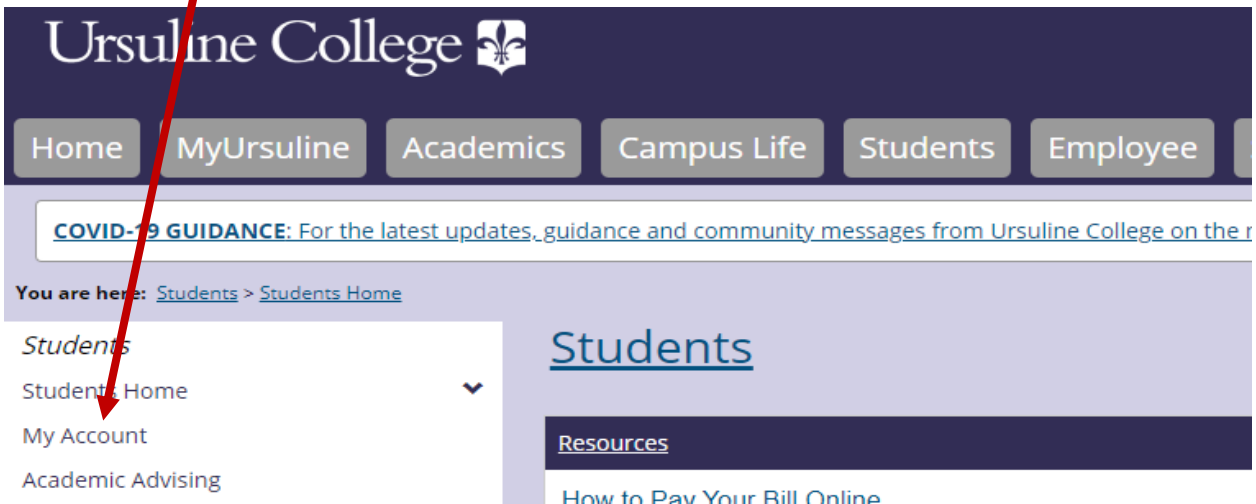
1. Go to My Ursuline at <https://my.ursuline.edu/ics>
2. Login on the upper right side of the screen.



3. Click on the Students Tab.



4. Click on My Account



5. Click on the Go to CashNet to Link.

The screenshot shows the Ursuline College website navigation menu with options: Home, MyUrsuline, Academics, Campus Life, Students, and Employ. Below the menu is a COVID-19 guidance banner. The breadcrumb trail reads: You are here: Students > My Account > My Account Info. A sidebar menu on the left lists: Students, Students Home, My Account, Academic Advising, Commencement, Course Information, Financial Aid, and International Students. The main content area is titled 'My Account' and contains a 'My Account Info' section with a 'CashNet' heading. Under 'CashNet', there are three links: 'Go to CashNet to:', 'View/print your statement', and 'Make a payment (A service fee of 2.75% is applied for all Credit Card transactions)'. A red arrow points from the top of the page down to the 'Go to CashNet to:' link.

6. Click on make a payment.

The screenshot shows the 'Overview' page for Ann Britton at Ursuline College. The sidebar menu includes: My Account, Overview, Activity Details, Make a Payment, Transactions, Statements, and Sign Out. A red arrow points from the top of the page down to the 'Make a Payment' option in the sidebar. The main content area shows the user's name and college, a 'Summary' section stating 'Your account does not currently have any outstanding charges.', and an 'Available items' section.

7. Click on View Details in the Prepay on student account box.

The screenshot shows the 'Make a Payment' page. The sidebar menu includes: My Account, Overview, Activity Details, Make a Payment, Transactions, and Statements. A red arrow points from the top of the page down to the 'View details' link under the 'Prepay on student account' box. The main content area shows a 'Pay amount' section with three dots, a summary of '0 items \$0 | Remaining due \$0', and two boxes: 'Prepay on student account' with a 'View details' link, and 'Library Fines' with a 'View details' link.

8. Fill in the amount you want to pay, and a short explanation and the click add to payment.

Make a Payment

Item details

Prepay on student account

\$0.00

Amount

\$0.00

Use this option if you wish to "prepay" or create a credit balance on your account in advance of new charges.

Explanation

Minimum 2 characters

Cancel Add to payment

9. At this point you have the options to edit, remove the payment, or hit the continue button at the bottom of the screen.

1 item \$1 | Remaining due \$0

Selected items

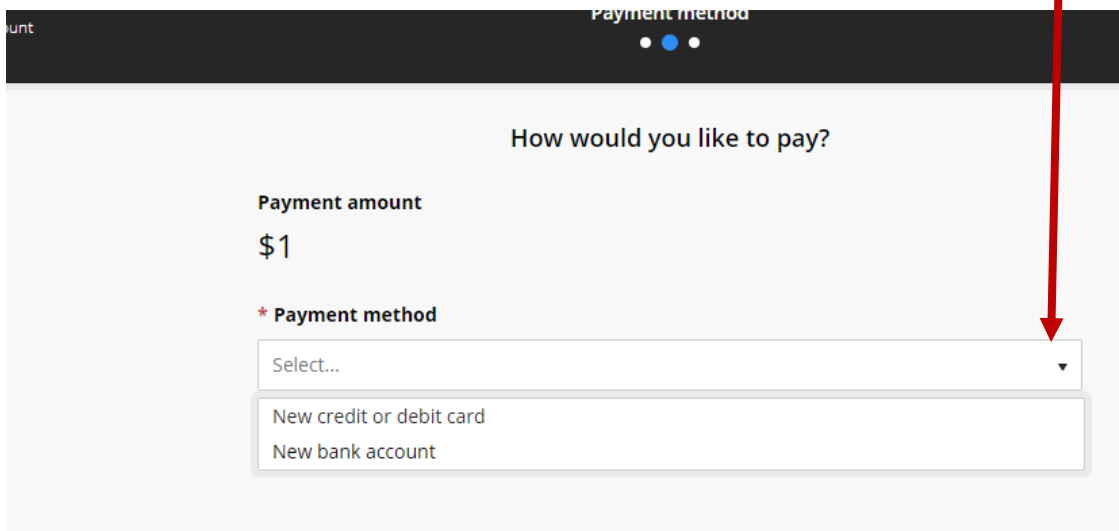
Prepay on student account

\$1.00

[Edit details](#) | [Remove](#)

Cancel Continue

10. You can pay by credit card or an electronic check. To add a credit card or bank account click the drop down arrow at the right.



The screenshot shows a payment interface with a dark header bar containing the text "Payment method" and three dots. Below the header, the text "How would you like to pay?" is centered. The "Payment amount" is listed as "\$1". The "Payment method" section is marked with a red asterisk and contains a dropdown menu with the text "Select...". The dropdown menu is open, showing two options: "New credit or debit card" and "New bank account". A red arrow points to the dropdown arrow on the right side of the menu.

Continue with the next screens to make your payment.

End of Instructions.