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](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.

6. Click on make a payment.

7. Click on View Details in the Prepay on student account box.
8. Fill in the amount you want to pay, and a short explanation and the click 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.
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.

Continue with the next screens to make your payment.

End of Instructions.