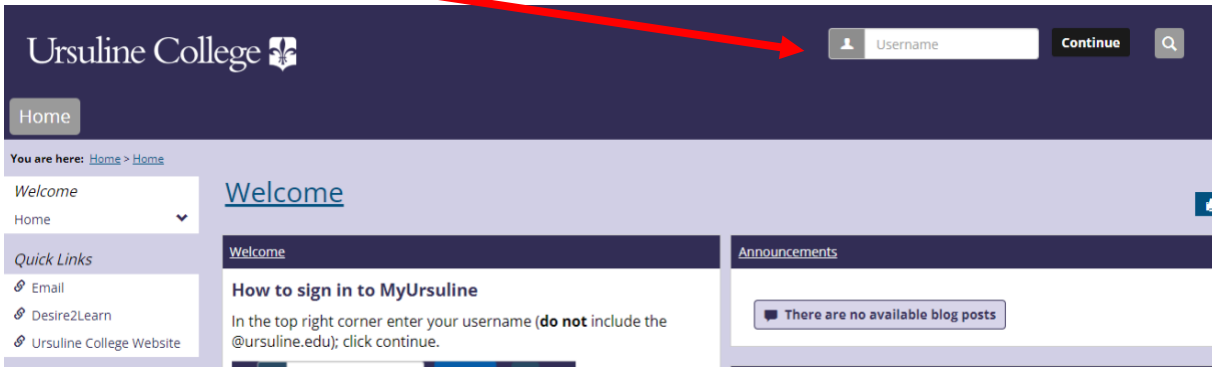
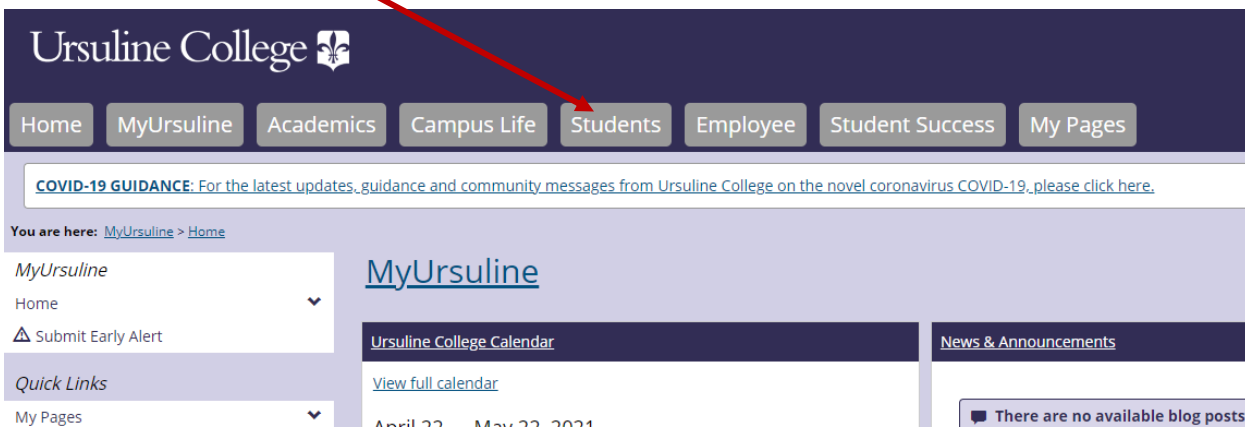


## How to make a payment using CashNet

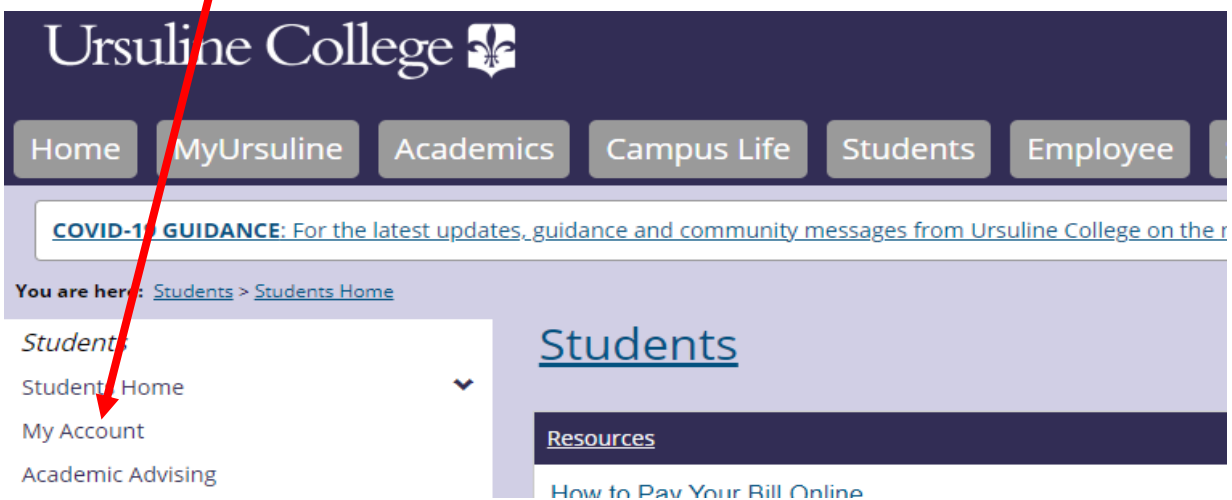
1. Go to My Ursuline at <https://my.ursuline.edu/ics>
2. Login on the upper right side of the screen.



3. Click on the Students tab.

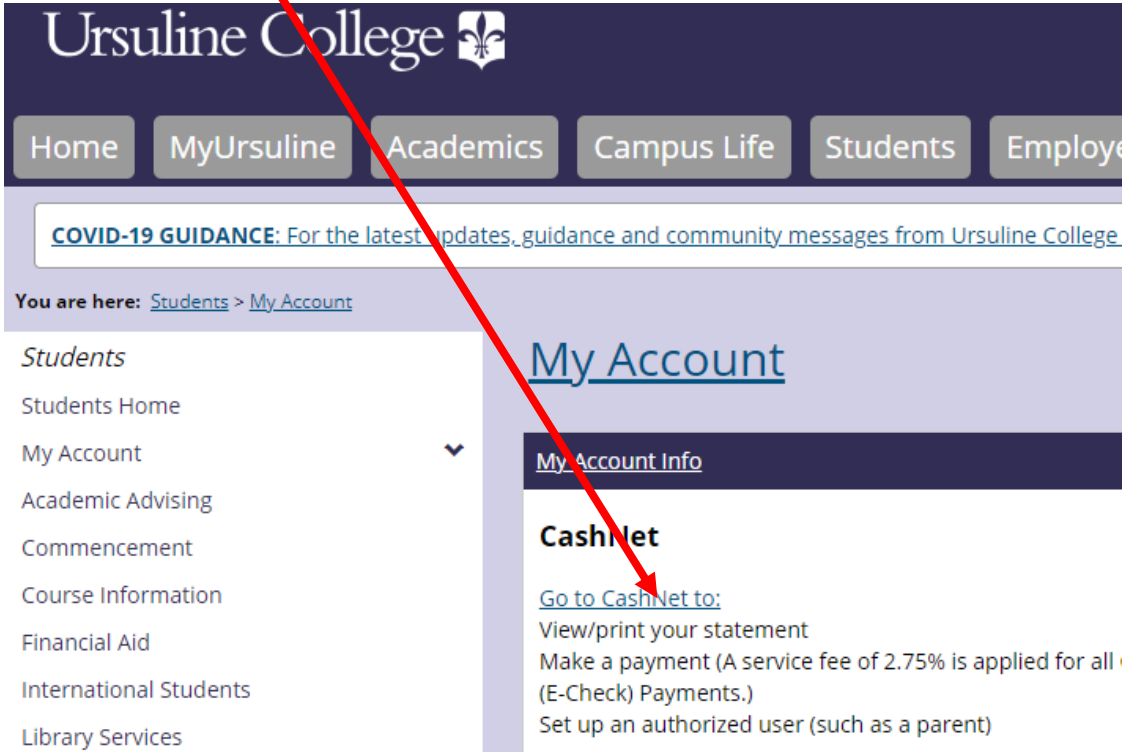


4. Click on My Account

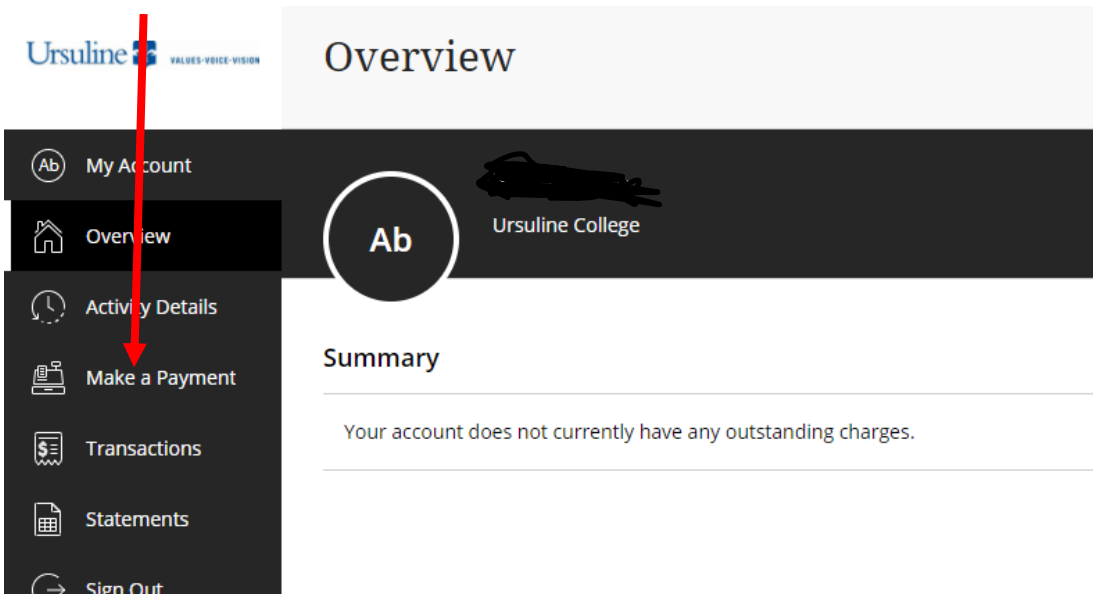


Continue to step 5.

5. Click on the link Go to CashNet to:

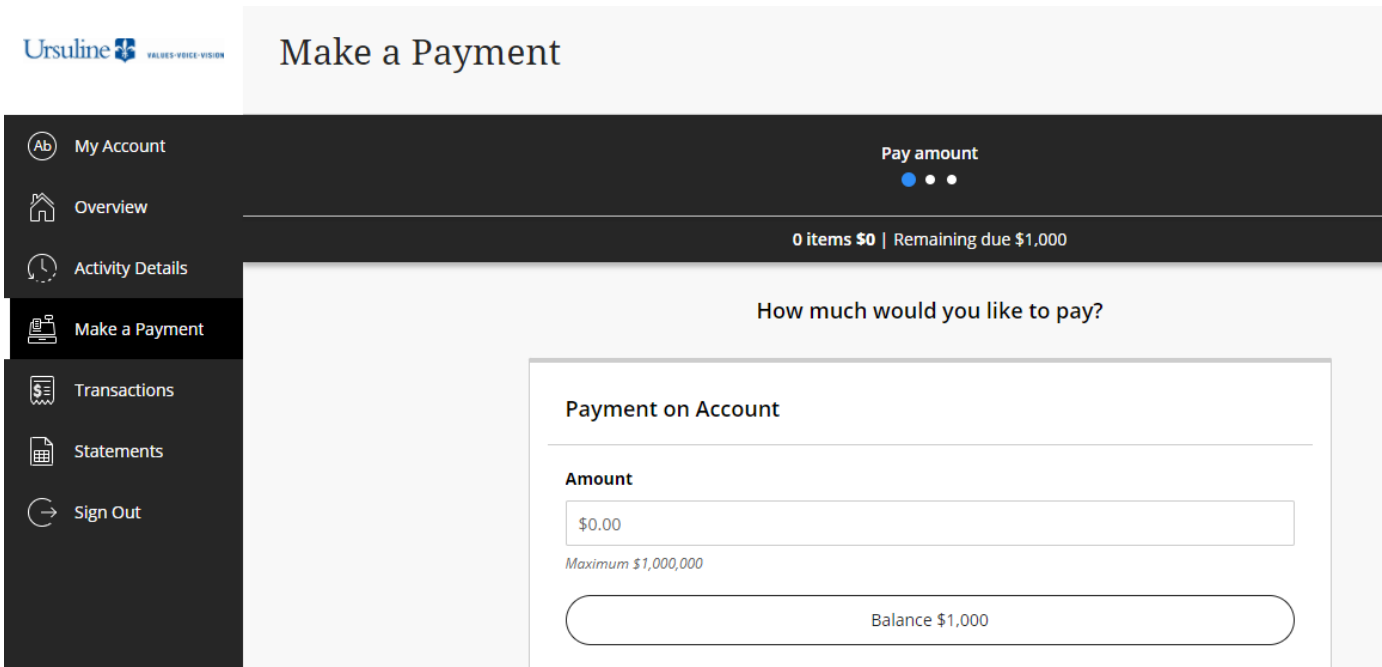


6. Click on Make a Payment in the left navigation bar. You can also click on Activity Details that will show your last 30 days of activity on your account and you can click on Statements to see your previous statements.

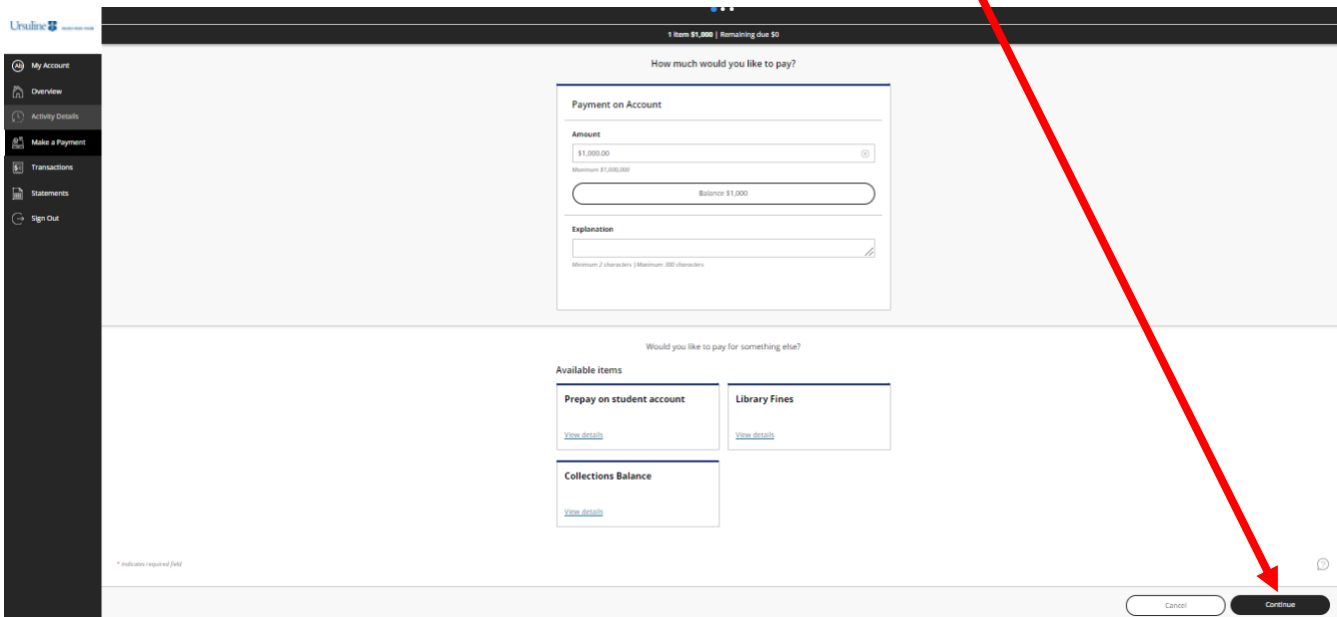


Continue to step 7.

- The next screen will give you the option of how much you would like to pay and will also show your outstanding balance.

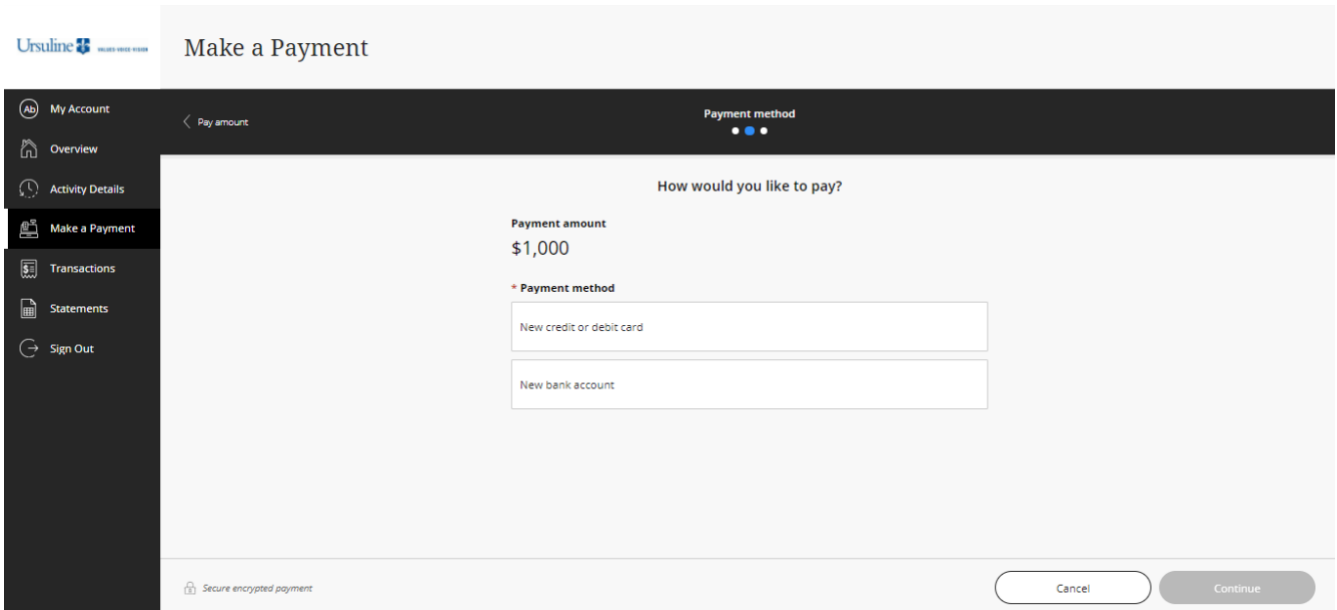


- Enter the amount you want to pay and make sure to click the continue button at the bottom right of the screen.

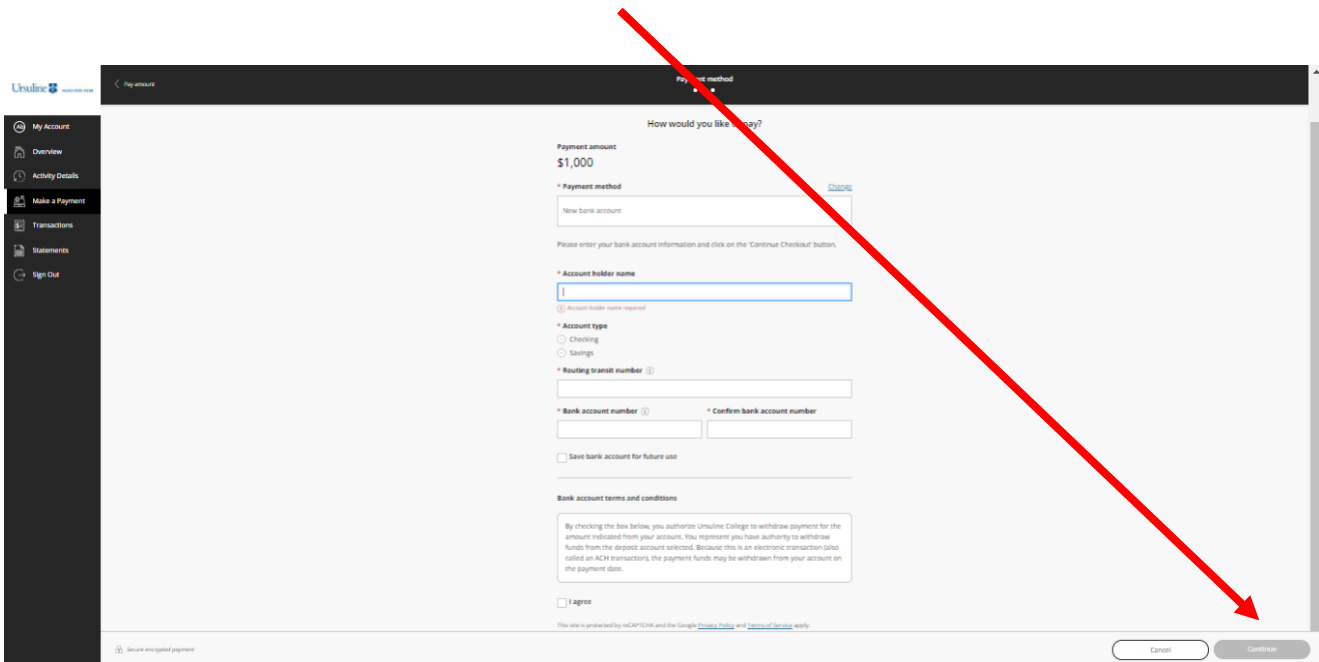


Continue to step 9.

9. The next screen will ask you how you would like to pay. You can choose either credit card or bank account.



10. This is the screen you will see if opting to pay by electronic check. After filling out the screen make sure to click on the continue button at the bottom right.



Continue to step 11

11. This is the screen you will see if you choose to pay by credit card. After filling out the screen make sure to click on the continue button at the bottom right.

The screenshot shows the Ursuline mobile application's payment interface. On the left is a dark sidebar menu with options: My Account, Overview, Activity Details, Make a Payment (highlighted), Transactions, Statements, and Sign Out. The main content area is titled 'How would you like to pay?' and displays a payment amount of \$1,000. Below this, the 'Payment method' is set to 'New credit or debit card', with a 'Change' link. Logos for American Express, Discover, JCB, Mastercard, and Visa are shown. A note asks the user to enter credit card information and click 'Continue Checkout'. The form includes fields for 'Card number' (with a red error message 'Card number required'), 'Expiration date' (MM / YY), 'Security code', and 'Zip/Postal code'. A checkbox for 'Save card for future use' is at the bottom. A 'Secure encrypted payment' icon is in the bottom left, and 'Cancel' and 'Continue' buttons are in the bottom right.

12. You will receive confirmation of your payment.

End of instructions.