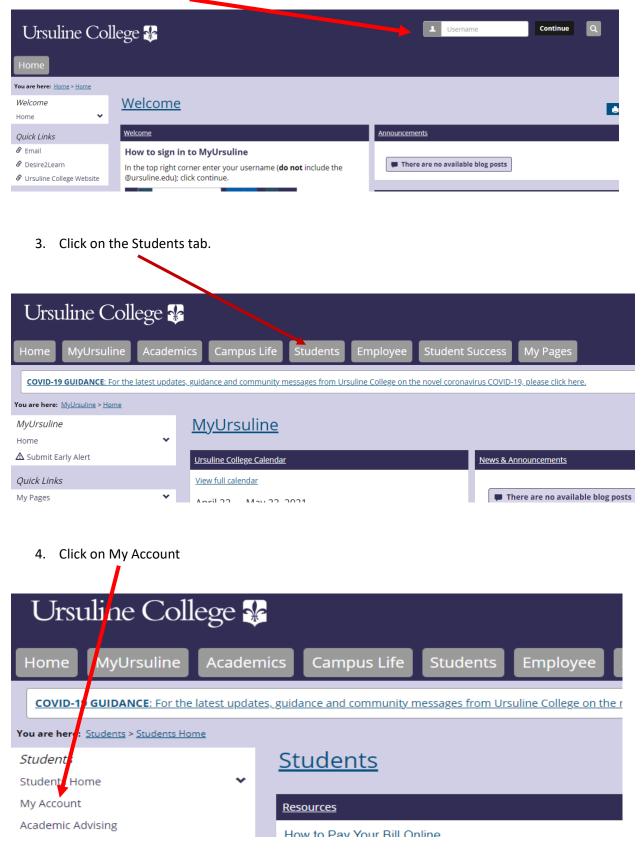
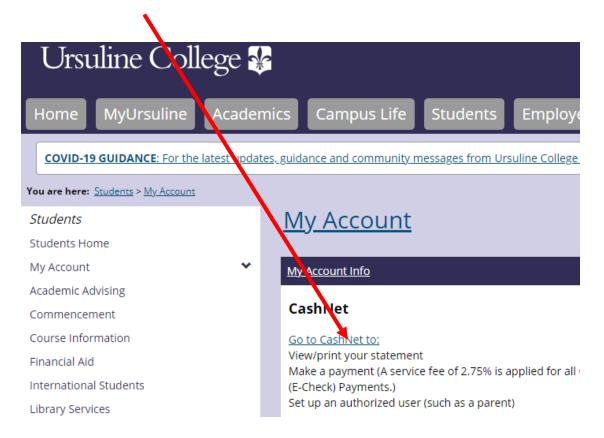
## How to make a payment using CashNet

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

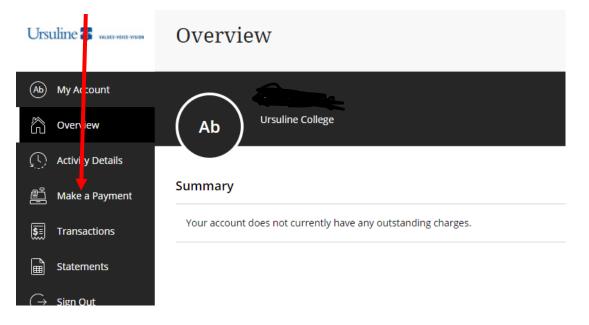


Continue to step 5.

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.

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

Make a Payment
Pay amount ● ● ●
0 items \$0   Remaining due \$1,000
How much would you like to pay?
Payment on Account
Amount
\$0.00
Maximum \$1,000,000 Balance \$1,000

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

Ursuline 🛢			• •	
(A) My Account		How much would	d you like to pay?	
Dvervlew       Image: Constraint of the second		Payment on Account Amount 11.00.00 Meaning 17.00.00 Estance Es	©]	
⊖ Sgn Out		Explanation	&	
	Would you like to pay for something else?			
		Available items Prepay on student account	Library Fines	
		View details	Vew details	
		Collections Balance		
		View details		
	* industre required field			Ø
				Cancel Continue

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.

Ursuline 🗱 was were sum	Make a Payment		
(Ab) My Account	< Pay amount	Payment method ● ● ●	
() Activity Details		How would you like to pay?	
Make a Payment		Payment amount	
🚛 Transactions		\$1,000	
Statements		* Payment method	
→ Sign Out		New credit or debit card	
		New bank account	
	🔒 Secure encrypted payment		Cancel Continue

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.

Ursuline 🛢 🚥 🚥	( by wount	Pry et method
(A) My Account		How would you like
Coverview		Payment amount
Activity Details		\$1,000
All Make a Payment		* Payment method Change New bark account
5. Transactions		New Gone account
Statements		Please enter your bank account information and click on the 'Continue Checkout' button.
⊖ Sign Out		* Account holder name
		Constraint hidder some required
		Account type
		O Cheding
		Sovings     Austing transit number ()
		* Bank account number () * Confirm bank account number
		Save bank account for future use
		Bank account terms and conditions
		By checking the box below, you authorize Umuline College to withdraw payment for the
		amount indicated from your account. You represent you have authority to withdraw funds from the deposit account selected. Because this is an electronic transaction jaloo
		called an ACH transaction; the payment funds may be withdrawn from your account on the payment date.
		□ lagree
		This site is protocolary voCPTCHA and the Google Privacy Parlies and Terris of Gersica apply.
	E Secure encrypted payment	Carteri Continua

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.

Ursuline 👪 🗤 🗤 🗤		How would ye	ou like to pay?			
		Payment amount				
(Ab) My Account		\$1,000				
-		\$1,000				
Overview		* Payment method	Chang	ge		
C Activity Details		New credit or debit card				
Make a Payment						
indice of ayriferic		DOWERS DECOVER	B ໜ VISA			
SE Transactions						
~~~		Please enter your credit card information and	click on the 'Continue Checkout' button.			
Statements						
		* Card number				
→ Sign Out		1				
		() Card number required				
		* Expiration date	* Security code ①			
		MM / YY				
		* Zip/Postal code				
		International cardholders may input "N/A"				
		Save card for future use				
	☐ Secure encrypted payment				Cancel	Continue

12. You will receive confirmation of your payment.

End of instructions.