

About CASHNet®, eBill, and Student Account Payments

What is CASHNet®?

Oregon Tech billing and payment services are delivered online through CASHNet® (a third-party billing and payment service Oregon Tech has contracted with to deliver these services).

Students and Benefactors can make payments online (using ePayment, debit* of credit cards**), view eBills (electronic statements), and see recent account activity.

**Debit cards are only accepted when processed as a "credit card" payment. Attempting to use a debit card number for an ePayment may result in the payment being rejected and your account being assessed a \$25 returned item fee.*

*** A 2.75% convenience fee will be assessed on each debit or credit card transaction.*

How does Electronic Billing work?

eBills are generated on a monthly billing cycle and are produced around the 15th of each month. *eBills are not generated on accounts without a balance. eBills are a "snapshot" of your student account on the day statements were run, and **do not** update.*

Once statements are available online, an electronic notification is sent to students at their Oregon Tech email address*, as well as the Benefactors at the address provided by their student. You can view your account balance on CASHNet and see Recent Activity between eBills as well.

**Once students have been assigned an Oregon Tech ID and PIN, and have registered for classes for the first time, an Oregon Tech email address is automatically created for them. Students can access their Oregon Tech email by logging in to MyOIT.*

What if I miss my eBill notice (I don't access my Oregon Tech email regularly)?

You are still responsible for paying your bill on time, even if you did not read your email notice. You can login to CASHNet® anytime to check your current balance and see any recent activity. Don't wait to get a notice if you see that you have an account balance, because you can pay that balance any time.

When is my balance due?

Charges made through the 2nd Friday of each term, are due by the 2nd Friday of the term. This two week period at the beginning of the term is often referred to as *Fee Payment*. Any charges made on student accounts after Fee Payment, are due on the 1st of the month following the statement date.

How do I avoid late fees, and how much are they?

Late payment fees of \$99 are assessed on the 3rd Monday of the term on balances greater than \$100. The easiest way to avoid the late payment fee is to make sure your balance is paid by the end of Fee Payment, and to make sure your term balance is paid by the last day of the term.

What if I cannot afford to pay my entire balance by the end of Fee Payment?

If you cannot pay your entire term balance by the end of Fee Payment, you can enroll in the *Payment Plan* as long as you do not have a past due (prior term) balance. Once enrolled in the Payment Plan your balance will be due in 3 installments of 1/3 of your total term balance during the term. Your first payment would be due by the 2nd Friday of the term.

How does the Payment Plan work?

After you have enrolled in the Payment Plan and paid at least 1/3 of your total balance you will be assessed a \$10 service charge. Your second payment is then due the 5th Friday of the term, and your final payment is due by the last day of the term.

About CASHNet, eBill, and Student Account Payments (Continued)

How can I pay my eBill?

- Online through CASHNet® (using ePayment, debit* or credit cards*)
 - * Debit cards are only accepted when processed as a "credit card" payment. Attempting to use a debit card number for an ePayment may result in the payment being rejected and your account being assessed a \$25 returned item fee.
 - ** A 2.75% convenience fee will be assessed on each debit or credit card transaction.
- In person at the Cashier's Office in Snell Hall, Room 116 Monday through Friday 9:00 am to 3:00 pm (using cash or check)
- Mailed to the Cashier's Office with the bottom portion of a printed eBill (using check, money order, or cashier's check) to:

Oregon Institute of Technology
Cashier's Office
3201 Campus Drive
Klamath Falls, Oregon 97601-8801

If you do not have a copy of the eBill, please include the student's Oregon Tech student ID number with your payment.

How does the Benefactor login work on CASHNet®?

Students can establish up to five Benefactors on their CASHNet® login (Benefactor logins are unique to each student account, so a parent with multiple students will need to have multiple CASHNet® Benefactor logins).

Students set Benefactor logins up by logging in to CASHNet®, and selecting the *Add New* button located in the *Parent PINs* box on their main CASHNet® login page.

If a benefactor has forgotten their username or password, they will need to contact the student to obtain their username or have the student reset their password. *Oregon Tech does not have access to Benefactor username or password information.*

Need to find the CASHNet® login page, or have additional questions?

The CASHNet® login page can be accessed by using your Oregon Tech ID and Web for Student PIN and logging in to Web for Student (https://banweb.ous.edu/oitprd/owa/twbkwbis.P_WWWLogin), selecting the *Student* tab, and selecting *CASHNet®*. Or going to the Cashier's Office Website (<http://www.oit.edu/cashiers>) and clicking on the *CASHNet® Login* link.

Benefactors can access CASHNet® through the link provided in their email notifications, or on the web by visiting: https://commerce.cashnet.com/cashnete/SelfServe/eBillLogin.aspx?client=OIT_Prod<=P. Bookmark this page for future reference, as you can access CASHNet® between eBill statements and view your student's Recent Activity, or see your student's current balance.

If you have any additional questions, please contact the Cashier's Office (cashier@oit.edu or 541-885-1202) or visit the Cashier's Office Website (<http://www.oit.edu/cashiers>) or check out the CASHNet® information webpage (<http://www.oit.edu/faculty-staff/business-affairs/cashiers-office/cashnet>) or the CASHNet® FAQ webpage (<http://www.oit.edu/faculty-staff/business-affairs/cashiers-office/cashnet-faq>).