CASHNet®

Instructions for Students

CASHNet ® is an online tool used by students to:

- View Oregon Tech account and bill online
- Pay bill by eCheck or accepted credit/debit card
- Sign up for eRefund
- Grant benefactor status to another person for viewing and/or paying a student's Oregon Tech bill

What information is in this document?

- How students login to CASHNet ®
- How to pay by eCheck or by credit/debit card
- How to set up a benefactor (let your spouse or parent pay)

Credit card and eCheck information

- Credit cards accepted by Oregon Tech include Visa, MasterCard, Discover, and American Express.

- A 2.75% convenience fee is charged for using a credit or debit card.

- You will not be charged a fee if you pay by eCheck

- Using eCheck is easy. You can find the information you need to use this method by looking at one of your blank checks.

- eCheck can not be used to pay with a debit card. To use your debit card, you will use the same process as you would a credit card and follow the directions for making payments with a credit card.

Where do you find CASHNet ®?

Log in using one of three ways:

- Go directly to URL – http://www.oit.edu/cashiers

- Follow the navigation steps listed on the following pages

- Or, log into your Web for Student account and select the "Student" tab then select "CASHNet ®."

1. From the Oregon Tech homepage: http://www.oit.edu

2. Move your cursor to point to "College Costs" at the top of the page. Then click the "Cashier's Office" link.

3. Click the CASHNet ® Login link.

Log into the program

Oregon Tech Student Account page opens

Oregon Tech Student Account page description

- Your name will display in the heading of this page
- To pay a bill, click the make payment link in the menu bar at the very top of the page. See the previous page for an example showing this link.

- To add a benefactor (allow someone to access your account), scroll to the very bottom of the page and click the "**Add New**" link

- Other options on the Student Account page are self-evident

(See the previous page for an example of what the account page looks like. See the next pages for directions on how to make a payment.)

- To pay a bill, click the make payment link in the menu bar at the very top of the Student Account page

- To pay the current bill, click "Current Term Balance Due." To pay next term's bill, click "Future Term Balance Due." If you don't have a bill for next term yet, the future term link won't be displayed.

- Note that you can choose to pay only a portion of the balance by typing that amount in the Price box.
- Click the button at the bottom: Add to basket

- Click the Checkout button on the bottom of the page

- Select a method of payment
- Click the "Continue Checkout" button

If you selected to "Enter new credit card information," you will see this page. Click in the box that you acknowledge the terms and conditions. Click "Continue Checkout."

Fill in the boxes and click "Continue Checkout."

If you selected to "Enter new electronic check information," you will be prompted for your payment information. Fill in the boxes and click "Continue Checkout."

Confirmation

A receipt will display after you click the "Continue Checkout" button no matter which way you paid your bill.

A confirmation email message will be sent your Oregon Tech email address and to any other email addresses that you set up if you created benefactor account(s) after you successfully complete the payment process.

Setting up benefactors

- A benefactor is a person whom you allow to have access to your Oregon Tech account to view bills and make payments.
- You can set up as many benefactors as needed.
- The student has to create the benefactor's access.