

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>

The screenshot displays the Oregon Tech homepage with a dark blue background. At the top left is the "Oregon TECH" logo. To the right is a search bar and navigation links: "Index A-Z", "Directory", "Wilsonville", and "MyOIT". A large hero image shows a student painting a mural of the Oregon Tech owl mascot. Below the hero image is a yellow navigation bar with dropdown menus for "Academics", "Admissions", "College Costs", "Campus Life", "Athletics", and "Visitors / Info".

The main content area is divided into several sections:

- BOARD OF TRUSTEES:** Oregon Senate Confirms Oregon Tech Governing Board Members. [learn more](#)
- Events Calendar:**
 - Relaxation Station at Campus Life:** 8:00 AM (Monday) December 08, 2014. Location: College Union Union Peak Lounge.
 - Final Exams Week:** 8:00 AM (Monday) December 08, 2014. Location: Finals Week Schedule.
 - Oregon Tech Fridays!**
- Apply Now APPLY | Request Info. ASK | Aid & Award AID**
- Degree Programs ONLINE**
- Give to Oregon Tech Give**
- Student Profile:** Adam Burwell, Alumnus, Class of 2013. I've recently started my own company developing a new solar technology... [Meet Other Students](#)
- Oregon Tech in the News:**
 - Oregon Tech Student Awarded Women in Transportation Studies Scholarship. Civil Engineering student, Miranda Barus, awarded scholarship from Women in Transportation Studies...
 - Project Lead The Way Awards Oregon Tech for 10 Years of Engagement with Pre-college Students. Oregon Tech receives award for 10 years as Project Lead The Way affiliate university...
 - Oregon Tech's Women Student Engineers Share Experience of Building
- CONNECT WITH US:** Oregon Tech Facebook Like 3,596.

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.

The screenshot shows the Oregon Tech website's Cashier's Office page. The page has a dark blue header with the Oregon TECH logo and a navigation menu. Below the header is a yellow navigation bar with links for Academics, Admissions, College Costs, Campus Life, Athletics, and Visitors / Info. The main content area is white and features a 'Cashier's Office' title. On the left, there is contact information for Klamath Falls Campus - Snell 117, including a phone number (541.885.1202) and a 'Send Email' link. In the center, there are office hours: Telephone: Monday through Friday from 8:00 a.m. to 5:00 p.m. and Window: Monday through Friday from 9:00 a.m. to 3:00 p.m. On the right, there is a 'CASHNet® Links' section with three items: 'CASHNet® Login' (highlighted with a red arrow), 'CASHNet® Benefactor Login', and 'Web for Student'. Below this is a 'Fee Book' section with a link to the '2014-15 Academic Year Fee Book'. At the bottom, there is a 'File Downloads' section with a link to 'Important Dates'.

Oregon TECH

I am a...

Index A-Z | Directory | Wilsonville | MyOIT

Academics ▾ Admissions ▾ College Costs ▾ Campus Life ▾ Athletics ▾ Visitors / Info ▾

Home | Faculty/Staff | Business Affairs | Accounts Receivable | Cashier's Office

Cashier's Office

Contact Information

📍 Klamath Falls Campus - Snell 117
☎ 541.885.1202
✉ 541.885.1115
📧 [Send Email](#)

Office Hours

📞 Telephone: Monday through Friday from 8:00 a.m. to 5:00 p.m.
🪟 Window: Monday through Friday from 9:00 a.m. to 3:00 p.m.

CASHNet® Links

CASHNet® Login
Pay your bill online (by ePayment, credit or debit card), view your eBill, view Recent Activity

CASHNet® Benefactor Login
Pay your student's bill online (by ePayment, credit or debit card), view your student's eBill, view your student's Recent Activity

Web for Student
View your account balance in the Student Menu by selecting the "Student Records" option and "Detail by Term" or "Summary by Term".

Fee Book

📄 **2014-15 Academic Year Fee Book**
OUS tuition and rates approved by the Board of Higher Education for the 2013-14 academic year. This includes Clinical Lab Science Program, Paramedic Program, and the Dental Hygiene Programs in La Grande and Chemeketa.

Unable to view files? Click on the icon(s) below to download the free viewer for that type.

File Downloads

📄 Important Dates

Cashier's Calendar

Fall Term 2014

Date	Event
9/15	Fall Term Statements generated (available online Sept 16)
9/29	Fall Term begins
10/10	Last day to drop courses for 100% refund
10/10	Full Fall Term balance or 1st Payment Plan payment due
10/15	Interest assessed on all accounts
10/15	Late fees assessed on past due balances greater than \$99
10/15	Statements generated (available online Oct 16)
10/17	Last day to drop courses for 50% refund
10/24	Last day to drop course for 25% refund
10/31	2nd Payment Plan payment due
11/17	Interest assessed on all accounts
11/17	Statements generated (available online Nov 18)
12/12	Last day of Fall Term classes

Log into the program



Oregon Tech Student Account

A screenshot of the Oregon Tech Student Account login page. It features a light blue background with two white input fields. The first field is labeled "Student ID" and the second is labeled "PIN". Below the fields is a "Login" button. Three red arrows point from the right side of the page to the input fields and the button. The first arrow points to the Student ID field, the second to the PIN field, and the third to the Login button.

[Click here for Benefactor Login.](#)

Type your Oregon Tech ID number that starts with 918 in this box.

Type the same password you use for Web for Student in this Pin box.

Click here to continue.

- *Students use your Oregon Tech Identification Number starting with 918.*
- *Your password is the same as your web-for-student password.*
- *If you do not know your Student Identification Number or password contact the Registrar's office.*
- *Parents use the benefactor login name your student created for you.*

Oregon Tech Student Account page opens

your account view bills **make payment** basket help sign out

Oregon TECH

OIT Student Account
Your name will be here

Welcome To OIT's Student Account Management Solution.

eCheck Payments can be made for no additional charge
Credit Card Payments will be assessed a 2.75% convenience fee

Your Account

Current and/or Future Due \$0.00
Click on the [above toolbar](#) **make payment** to pay.

Your Recent Payments

[View All](#)

You have no recent payments.

eRefund

[EREFUNDS SIGN UP & PROCESSING](#)

Parent PINs

[Add New](#)

Benefactor or Parent PIN
You currently have no Benefactors set up.

Your Bills

[View All](#)

To view all your bills click 'View All'.

Statement Date as ... 03/23/2010 [View](#) [Download](#)

Saved Accounts

[Add New](#)

You have no saved payment methods.

Amount due

Click this to add a benefactor

Click this link to make a payment

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.)

Paying your bill 1 of 8

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

your account view bills **make payment** basket help sign out

Oregon TECH

Click here

OIT Student Account

Welcome To OIT's Student Account Management Solution.

eCheck Payments can be made for no additional charge
Credit Card Payments will be assessed a 2.75% convenience fee

Paying your bill 2 of 8

- 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.

The screenshot displays the Oregon Tech OIT Student Account interface. At the top, a navigation bar includes links for 'your account', 'view bills', 'make payment', 'basket', 'help', and 'sign out'. The Oregon Tech logo is prominently featured. Below the logo, the text 'OIT Student Account' is visible. A section titled 'Your account currently has the following charges:' lists a 'Current Term Balance Due' of \$10.00, which is circled in red. A red arrow points to the text 'Click here' next to it. Below this, a section titled 'You may also make payments on the following options' includes a red note: 'If you had a future term balance, it would be listed here and you could click it to pay that bill.' On the right side, there are three sections: 'Student Account Payments' (Payment for charges showing on the students account), 'Misc School Fees' (Payments For: RE Summer 2010 Africa Trip), and 'Student Housing Payments' (Housing Application Fees, Housing Deposits and Housing Confirmation Payments). At the bottom, there is a section for 'Other Misc Payment Items' (Overnight Transcript Payments, Outdoor Program Trip Payments and Parking Citations).

your account view bills make payment basket help sign out

Oregon TECH

OIT Student Account

Your account currently has the following charges:

Current Term Balance Due	← Click here	\$10.00
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You may also make payments on the following options

If you had a future term balance, it would be listed here and you could click it to pay that bill.

Student Account Payments
Payment for charges showing on the students account.

Misc School Fees
Payments For: RE Summer 2010 Africa Trip

Student Housing Payments
Housing Application Fees, Housing Deposits and Housing Confirmation Payments

Other Misc Payment Items
Overnight Transcript Payments, Outdoor Program Trip Payments and Parking Citations

Paying your bill 3 of 8

- 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**

your account view bills **make payment** basket help sign out

Oregon TECH

OIT Student Account

[HOME](#)

Current Term Balance Due

Price: **Type a different amount here if you're not paying the full amount right now.**

To pay for this item, click the button below.


Click here to continue

Paying your bill 4 of 8

- Click the Checkout button on the bottom of the page

The screenshot displays the Oregon TECH OIT Student Account interface. At the top, a navigation bar includes links for 'your account', 'view bills', 'make payment', 'basket', 'help', and 'sign out'. The Oregon TECH logo is prominently displayed on the left. The account title 'OIT Student Account' is centered on the right. Below this, a table lists the 'Current Term Balance Due' as \$10.00, with 'Edit' and 'Delete' options. A 'Total Amount' of \$10.00 is also shown. At the bottom, there is a 'Continue Shopping' button on the left and a 'Checkout' button on the right. A red arrow points to the 'Checkout' button, accompanied by the text 'Click here to continue'.

OIT Student Account			
Current Term Balance Due	Edit	Delete	\$10.00
Total Amount			\$10.00

[Continue Shopping](#) Click here to continue  [Checkout](#)

Paying your bill 5 of 8

- Select a method of payment
- Click the “Continue Checkout” button

your account view bills **make payment** basket help sign out

Oregon TECH

OIT Student Account

Select Method of Payment

Enter new credit card information.

Enter new electronic check information.

Continue Checkout

Select your payment method

Click here to continue

Paying your bill 6 of 8 (Skip to step 8 if you are using echeck to pay your bill)

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.”

Oregon TECH

CASHNetSM SMARTPAY

OIT Student Account

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$0.28.

This charge is assessed by Higher One Payments Inc. Service charges are included in your transaction and are paid directly to Higher One Payments Inc. Service Charges are non-refundable.

I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One Payments Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$0.28 for the use of CASHNet® SmartPay.

[Review Charges](#) [Cancel My Transaction](#) [Continue Checkout](#)

[terms](#) [privacy](#) [security](#)

Paying your bill 7 of 8

Fill in the boxes and click "Continue Checkout."

Oregon TECH

CASHNetSM SMARTPAY

OIT Student Account

A convenience fee of 2.75% will be charged on all CREDIT/DEBIT CARD transactions

Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address




City

State/Province/Region

Zip/Postal Code

Country

Email Address

We accept:   

Enter the address where you receive the bill for this card.

Fill in boxes (with red arrow pointing to the address field)

Click here to continue (with red arrow pointing to the Continue Checkout button)

(Optional) Please provide a name for this payment method to be saved for future use:
 ex: 'MyCreditCard'

(You'll have a chance to review this order before it's final.)

Continue Checkout

Paying your bill 8 of 8

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.”



OIT Student Account

There is no additional fee at this site when using this eCheck payment option.
Please enter check information.

No Debit Card Numbers!
You Must Use a Checking Account Number.
Please read the below instructions.

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

Account Type Checking Savings

Routing Transit Number [What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address **your email will be listed here**

(Optional) Please provide a name for this payment method to be saved for future use:
 ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

[Click here to continue](#)

[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.

Parent or other benefactor who will help manage the student's account.

Benefactor

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

Should this person...

be allowed to log in? Yes No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

A benefactor is a person who will help the student manage his account.