

CASHNet

Wartburg College Business Office CASHNet Instructions

CASHNet is Wartburg College's online billing and payment system.

CASHNet provides students and other authorized parties with online access to:

- View recent Wartburg College student account billing statements.
- Review account history.
- Make electronic payments via credit/debit card and/or ACH.

An email will be sent to students/authorized users mid-month to provide notification when new bills are available for viewing on the CASHNet website.

The CASHNet billing statement is a static, point-in-time bill; it will show all activity that occurred up until the billing date.

(To view your student account transactions in real-time, log into my.wartburg.edu, select the Finances tab, and select "Course and Fee Statement.")

Let's Get Started!

For Student Access:

1. Go to my.wartburg.edu
2. Select the "Finances" tab.
3. Click on the "Go to CASHNet" link.

For Parent Access:

1. Ask your student to add you as an authorized user on his/her account. *See To Add an Authorized Payer section.*
2. Once authorized, an e-mail will be sent to you containing your username and password to access the CASHNet website.
3. Go to <http://commerce.cashnet.com/wartburgpay?LT=P>

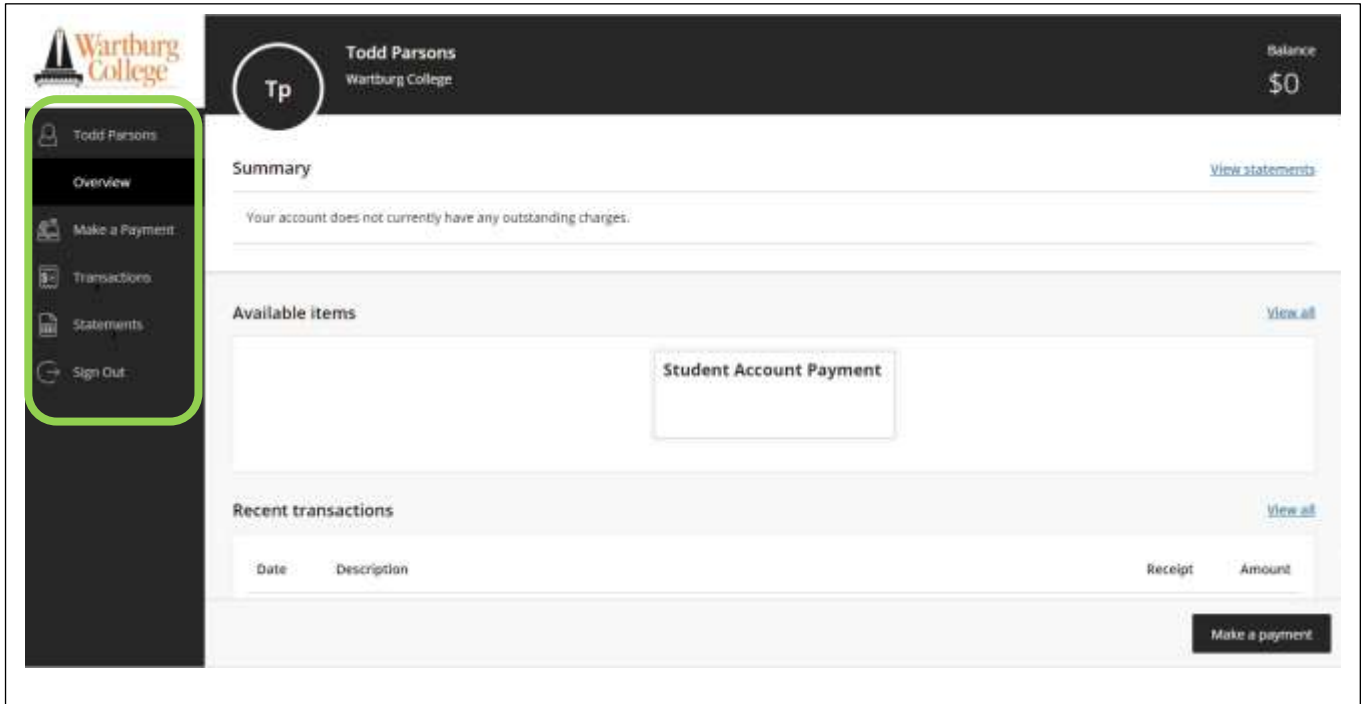
The screenshot shows the My.Wartburg.edu website. The navigation menu at the top includes Home, Academics, Advising, Resources, Campus Life, Finances, and Help. The 'Finances' tab is highlighted. Below the navigation menu, there is a 'Quick Links' section with a dropdown arrow. Under 'Quick Links', there are several options: Home, My Pages, My Courses, My Groups, Campus Offices, and Change/Reset Your Password. The 'Go to CASHNet' link is highlighted with a green circle. Below this link, there is a note: 'Service fee is 2.75% for Credit Card transactions. Credit Cards Accepted: MASTERCARD, VISA, DISCOVER, AMERICAN EXPRESS, DINER'S CLUB.'

The screenshot shows the CASHNet login page. It features a 'User name' field, a 'Password' field, and a 'Sign in' button. Below the sign in button, there are two links: 'Forgot password' and 'Pay as a guest'.

Disclaimer: To comply with the Family Educational Rights and Privacy Act (FERPA), students must first grant permission to release their student account information before access to CASHNet is provided to parents and other authorized users.

The main screen includes:

- Student Profile – Edit contact information, add payment methods, add authorized payers (i.e. parents or guardians), and enroll in SMS notifications.
- Overview – View summary of charges and recent transactions.
- Make a Payment – Make an electronic payment.
- Transactions – View payment history.
- Statements – View current and past billing statements

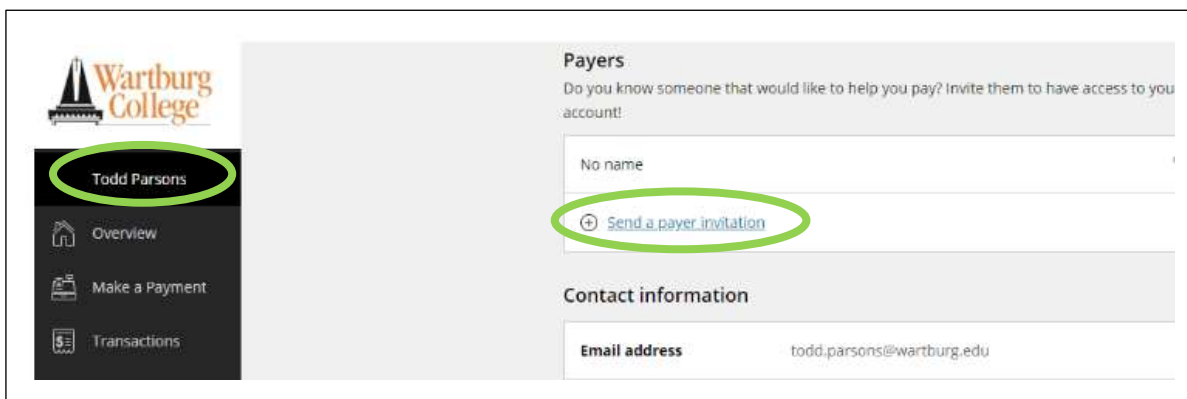


How do I give my parents access?

CASHNet allows students to grant parents or other authorized users access to view student account billing statements, make payments, and view payment history.

To Add an Authorized Payer:

1. Select Student Profile tab.
2. Select "Send a payer invitation."



Profile
Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

3. Complete the required fields on the Payer Invitation screen.

4. Elect whether you wish to allow the payer to access your billing statements. If unchecked, the payer will only be allowed to make a payment.

5. Upon selecting “Send Invitation,” an email will be sent to the authorized payer with their username and password.

To Reset Authorized Payer’s Password: Once an authorized payer’s account is activated on CASHNet, the student is responsible for resetting a payer’s password.

The Wartburg College Business Office does not have the ability to perform this function.

How do I view my billing statement?

The CASHNet billing statement is a static, point-in-time bill; it will show all activity that occurred up until the billing date.

To View a Billing Statement:

1. Select Statements tab.
2. Select “View” or “Save” to access a statement.

Wartburg College

Statements

Date	Description	View	Save
12/15/17	Billing Statement		
11/15/17	Billing Statement		
10/17/17	Billing Statement		

To View Your Billing Statement in Real-Time: Log into my.wartburg.edu, select the Finances tab, and select “Course and Fee Statement.”

Here is an example of a billing statement:



Wartburg College Business Office
100 Wartburg Blvd.
PO Box 1003
Waverly, Iowa 50677
Phone: 319-352-8411
Email: businessoffice@wartburg.edu

Todd Andrew Parsons
Blvd.
Cedar Falls. IA 50613

PAYMENT SUMMARY	
Statement Date:	12/15/2017
Student ID:	795047
Current Balance:	\$0.00
DUE DATE:	02/10/2017

If you are mailing a payment, include the top portion. Keep the lower portion for your records.

IMPORTANT INFORMATION

This statement represents the balance of your student account. To avoid the annual 18% finance charge please pay the current balance by the due date, referenced above.

Student account balances must be paid in full to receive transcripts and/or diploma. Past due balances will prevent registration and housing assignments for the next academic term.

Please contact the Business Office at 319-352-8411 (or businessoffice@wartburg.edu) with any questions.

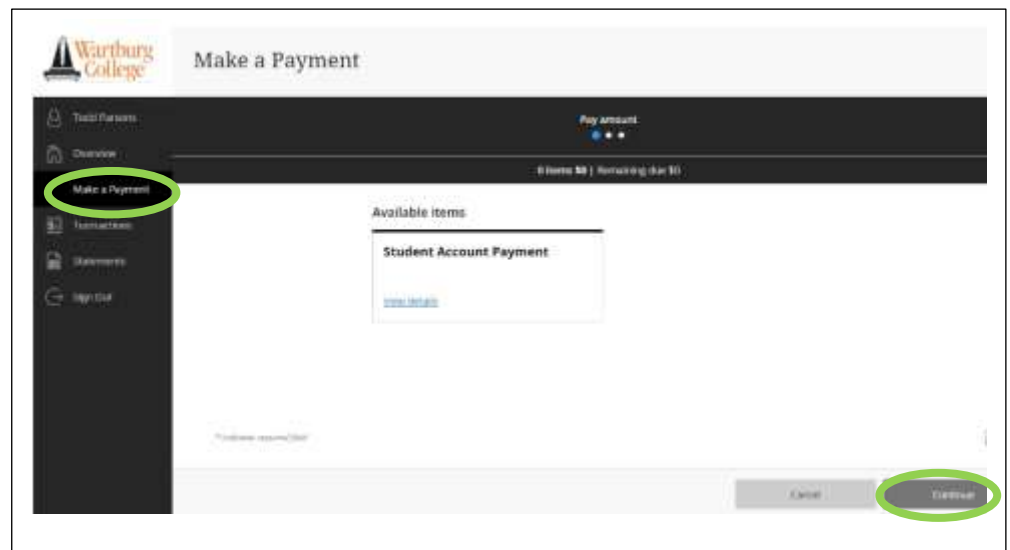
DATE	STATEMENT ACTIVITY	CHARGE	CREDIT	BALANCE
08/10/2017	Part-time Student Fee	\$115.00		\$115.00
08/10/2017	Tuition - 1 Course	\$2,030.00		\$2,145.00
08/22/2017	Tuition - Audit	\$500.00		\$2,645.00
08/22/2017	Tuition Refund		-\$2,030.00	\$615.00
09/06/2017	Fac/Staff Tuition Remission		-\$500.00	\$115.00
09/13/2017	Student Account Payment-ACHWEB		-\$115.00	\$0.00

How do I make a payment?

CASHNet allows students and authorized payers to make electronic payments towards their student account balance via credit card, debit card, and/or ACH.

To Make a Payment:

1. Select Make a Payment tab.
2. Select "View details."



3. Enter payment amount.

4. Select “Add to payment” and then “Continue.”

5. Select payment method from the drop-down menu.

- **Credit or Debit Card**

- CASH/Net accepts Visa, MasterCard, American Express, and Discover.
- A 2.75% fee is assessed when paying with a credit or debit card. The fee amount will be stated during the payment process and is in addition to the payment amount. The fee is levied by CASH/Net, the third-party payment processor, and not by Wartburg College.

- **ACH (i.e. Electronic Check)**

- No fee is assessed when paying with ACH (i.e. electronic check). However, please be sure to enter your bank’s routing number and your checking/savings account number (not debit card number).
- Returned or dishonored ACH transactions (i.e. insufficient funds) will result in a fee assessed by Wartburg College to a student’s account.

The screenshot shows the 'Make a Payment' interface. On the left is a navigation menu with options: 'Todd Parsons', 'Overview', 'Make a Payment', 'Transactions', 'Statements', and 'Sign Out'. The main content area is titled 'Make a Payment' and 'Payment method'. It asks 'How would you like to pay?' and shows a 'Payment amount' of '\$50'. Below that is a 'Payment method' dropdown menu with options: 'New credit or debit card' and 'New bank account'. The 'New credit or debit card' option is selected.

6. Enter account information.

Payers may elect to have their account information retained in the CASH/Net system for future transactions.

7. Select “Continue.”

8. Review your transaction and account information before selecting “Submit.”

This is a detailed view of the 'Payment method' form. It shows the 'Payment amount' as '\$50' and the 'Payment method' dropdown set to 'New bank account'. The form includes several required fields: 'Account holder name' (with a red error message 'Account holder name required'), 'Account type' (radio buttons for 'Checking' and 'Savings'), 'Routing transit number', 'Bank account number', and 'Confirm bank account number'. There is a checkbox for 'Save bank account for future use'. At the bottom right, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button highlighted in green.

Frequently Asked Questions:

- **What is CASH*Net*?**
CASH*Net* is a third-party vendor that Wartburg College has contracted with to provide Wartburg College students and authorized payers with an online platform to review billing statements and pay student account fees, including tuition, room and board, course fees, and other miscellaneous charges, electronically. CASH*Net* also offers the functionality of electronic notifications to students and authorized payers when billing statements are available for viewing.
- **When am I able to access CASH*Net* to view my billing statement or make a payment?**
The CASH*Net* website is available 24 hours a day, seven days a week. Students and authorized payers will receive an email mid-month to provide them notification when new billing statements are available for viewing.
- **Will the billing statement notification be sent to student e-mail addresses only?**
When a new billing statement is ready to view, students will receive an e-mail notification in their Wartburg College e-mail account. Authorized payers will also receive the e-mail notification once their student has set up their account on the CASH*Net* website.
- **Can I still get a paper billing statement?**
No, Wartburg College's Business Office no longer provides paper copies of student billing statements. Students and authorized payers may, however, access billing statements on CASH*Net* and print a copy of it at their convenience.
- **What payment methods are accepted through CASH*Net*?**
CASH*Net* accepts payments via ACH (i.e. electronic check), credit card, and debit card. CASH*Net* accepts the following credit cards: Visa, MasterCard, American Express, and Discover.
- **Will I be assessed a fee when paying online?**
No fee is assessed to students or authorized payers when payment is made via ACH (i.e. electronic check) when using their checking or savings account information. Returned or dishonored ACH transactions (i.e. insufficient funds) will result in a fee assessed by Wartburg College to a student's account.

A 2.75% fee is assessed when paying with a credit or debit card. The fee amount will be stated during the payment process and is in addition to the payment amount. The fee is levied by CASH*Net*, the third-party payment processor, and not by Wartburg College.
- **If I pay online today, when will my payment show up on my student account?**
Electronic payments through CASH*Net* will show up on your student account immediately, but the payment will be processed within 24 hours.
- **Can I utilize multiple bank accounts for making payments on CASH*Net*?**
Yes, students and authorized payers may set-up and pay with multiple bank accounts, debit cards, or credit cards.

- I'm not comfortable paying online through CASH*Net*. Can I still mail a check?
Yes! You may mail a check to the following address: Wartburg College
Attn: Business Office
P.O. Box 1003
Waverly, IA 50677-0903
- What is an authorized payer?
Students have the option to provide another party (i.e. parent or guardian) with access to view their billing statements and/or make a payment on their student account via CASH*Net*. Students must set-up authorized payers on the CASH*Net* website. Per FERPA, Wartburg College personnel are not authorized to do this on a student's behalf. An authorized payer will receive their own username and password to access CASH*Net* as well as receive monthly e-mail notifications when billing statements are available for viewing.
- Can a student have more than one authorized payer?
Yes, a student can set-up more than one authorized payer on the CASH*Net* website.
- Who do I contact to reset an authorized payer's CASH*Net* password?
A student is responsible for resetting authorized payers' CASH*Net* passwords. Per FERPA, Wartburg College personnel are not authorized to do this on a student's behalf.
- Can authorized payers view other authorized payers' bank account or credit/debit card information?
No, each authorized payer only has access to their own payment account information along with access to the student's billing statements and account activity.
- Can anyone else access information stored in CASH*Net*?
No. The information stored on the CASH*Net* website is secure and cannot be accessed by anyone who does not have permission from the student to view that information. Banking information stored on the website, including credit/debit card or bank account numbers, are not viewable by anyone other than the authorized payer who entered the information.

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Questions on how to navigate the CASH*Net* website?

CASH*Net* Customer Service Helpline

1-800-339-8131

Questions about your billing statements?

Wartburg College Business Office

(319) 352-8411

businessoffice@wartburg.edu