WELCOME!

CASHNet is Wartburg College’s online billing and payment system. CASHNet provides students and other authorized parties online access to view recent Wartburg College student account billing statements, review account history, and 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 to the billing date. Any transactions that occurred after the billing date can be viewed by selecting your “Course and Fee Statement” under the Finances tab on my.wartburg.edu. These transactions will appear on your next CASHNet billing statement.

ACCESSING CASHNet

For Students:
2. Select the ‘Finances’ tab.
3. Click on the “Go to CASHNet” link.

For Parents and Other Authorized Users:
1. If not already completed, please ask your student to add you as an additional user on the account. Once authorized, an e-mail will be sent to you containing your username and password to access the CASHNet website. See Parent PIN section.
2. Go to https://commerce.cashnet.com/wartburgpay?LT=P

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.
Main Screen includes:

- Your Account – Make a Payment
- Your Recent Payments – View Payment History
- Parent PINs – Set up PINs for Parents and/or Other Authorized Users
- Your Bills – View Billing Statement History
- Saved Accounts – Save Payment Methods and Information
- Account Details – Set up SMS Alert

“Parent PINs” module

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

To set up a PIN and password for a parent or other authorized user:

1. Select “Add New” in the Parent PINs box on the main screen.

2. Complete the required information:
   - Parent PIN: Alpha Numeric field; 1-50 characters long.
   - First and Last Name
   - Email Address: Parent/authorized user’s e-mail address.
   - Relationship to Student
   - User’s Access Restrictions: Access only or Access & Receive Emails

3. An e-mail with the appropriate PIN and password will automatically be sent to the parent/authorized user’s e-mail address provided.

RESET PARENT PIN/PASSWORD:

Once a parent/authorized user account is activated on CASHNet, the student is responsible for resetting parent PINs/passwords.

The Wartburg College Business Office does not have the ability to perform this function. Please see the ‘DISCLAIMER’ above.
“Your Bills” module

“Your Bills” module includes:

- Balance Due
- Statement Activity
- Due Date

The CASHNet billing statement is a static, point-in-time bill; it will show all activity that occurred up to the billing date. Any transactions that occurred after the billing date can be viewed by selecting your “Course and Fee Statement” under the Finances tab on my.wartburg.edu. These transactions will appear on your next CASHNet billing statement.

“Your Account” module

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

To make a payment:

1. Select “Click here to make a payment” in the Your Account box on the main screen.

2. Select “Student Account Payment.”

3. Enter dollar amount you wish to pay. Click “Add to Shopping Cart.”

4. Review the details of your transaction and then select “Checkout.”
5. Select your method of payment and select “Continue Checkout.”

- **Credit Card/Debit Card**

  We accept Visa, MasterCard, American Express, and Discover.

  There is a 2.75% fee for paying by credit or debit card. This fee amount will be stated during the checkout process and is in addition to the payment amount. This fee is levied by CashNet, the third-party payment processor, and not the College.

- **Electronic Check**

  An initiation fee will not be accessed if paying via electronic check.

  However, please make sure that you follow the instructions very carefully and properly input your bank’s routing number and account number. Returned electronic checks are treated the same as any dishonored item. The student’s account will be assessed a fee if your check is returned.

6. Enter bank account or credit card information carefully. Select “Continue Checkout.”

7. Review your transaction and account information. Select “Checkout.”
Frequently Asked Questions

- **What is CashNet?**
  CASHNet is an online vendor that Wartburg College has contracted with to provide a site to house online billing statements and other information related to bills for students at Wartburg College. CASHNet enables students and authorized users to receive electronic notification that a new billing statement is available for viewing. CASHNet also enables students and authorized users to pay student account fees, including tuition, room and board, course fees, and other miscellaneous charges, online.

- **When may I access CASHNet and view my billing statement/make a payment?**
  The CASHNet system is available 24 hours a day, seven days a week. 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.

- **Is there a fee for paying online?**
  If paying by electronic check, utilizing ACH through your checking or savings account, there is no charge. Please make sure that you follow the instructions very carefully and properly input your bank’s routing number and account number. Returned electronic checks are treated the same as any dishonored item. The student account will be assessed a fee if your check is returned.

  There is a 2.75% fee for paying by credit or debit card. This fee amount will be stated during the checkout process and is in addition to the payment amount. This fee is levied by CashNet, the third-party payment processor, and not the College.

- **What payment methods are accepted through CASHNet?**
  Wartburg College currently accepts payments via ACH (electronic check) or credit/debit card on CASHNet. We accept the following credit cards: MasterCard, American Express, Visa, and Discover.

- **I’m not comfortable paying online. Can I still mail a check?**
  Yes! You can mail a check to the following address:

  Wartburg College  
  Attn: Business Office  
  P.O. Box 1003  
  Waverly, IA 50677-0903

- **If I pay online today, when does the payment show on my student account?**  
  Online payments through CASHNet are typically applied to your student account immediately.

- **Will the online bill notification be sent only to the students’ e-mail address?**
  When a new bill is ready to view, students will receive an e-mail notification to their Wartburg College e-mail account. Authorized users who have been set up by the student will also receive an e-mail notification.
• **What is an authorized user?**
  Students have the option to designate another party, such as a parent, to view and pay their student bills. This third party will receive their own Parent PIN and password by e-mail once the student has authorized them to have access. If authorized by the student, the authorized user will be notified via e-mail that the student’s billing statement is available for viewing.

• **Can a student have more than one authorized payer?**
  Yes, a student can authorize more than one payer.

• **Can authorized users view other authorized users’ information?**
  No, each authorized user only has access to their information along with access to the student’s account activity and billing statements.

• **Can multiple bank accounts be set-up for payment?**
  Yes, student and authorized users can set-up and pay from multiple bank accounts or credit cards.

• **Who do I contact to reset an authorized user’s Parent PIN and password?**
  Once an authorized user account is activated on CASHNet, the student is responsible for resetting parent PINs and passwords. Per FERPA, the Wartburg College Business Office personnel do not have the ability to perform this function.

• **Can I get a paper bill?**
  As of September 1st, 2013, paper copies of student billing statements will no longer be provided by the Wartburg College Business Office. However, students can obtain paper bills by accessing the account online via CASHNet and printing the billing statement. The billing statement can be accessed and printed from any computer with Internet and printer access. If an authorized user would like to receive a paper copy of the bill, the student or user can print the bill at any time.

• **Can anyone else access information stored in CASHNet?**
  The information stored on the site is secure and cannot be accessed by anyone who does not have permission from the student to view that information. Any banking information stored on the site, including credit/debit card or bank account numbers, is not viewable by anyone other than the person who entered the information.

**Additional Questions?**

**For questions on how to navigate the CASHNet website:**
CASHNet Customer Service Helpline
1-800-339-8131

**For questions regarding your billing statements:**
Wartburg College Business Office
(319) 352-8411
businessoffice@wartburg.edu