How to set up and pay your student's balance with a Parent PIN

Students have the ability to create a Parent or Authorized User Login, also known as a Parent PIN. This allows the user to pay the student's account balance online using Visa, MasterCard, Discover or electronic check.

> How to set up a Parent PIN (for students) **This step must be completed first**
> Logging into CASHNet for the first time (for parents)
> How to save a checking account for future payments (for students or parents)
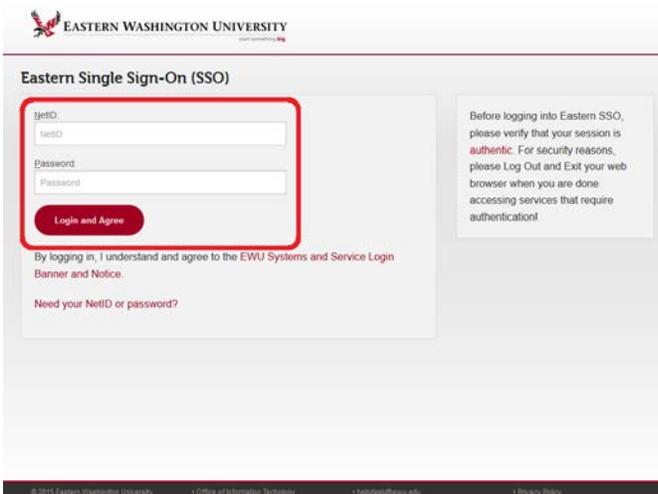> How to pay an account balance (for students or parents)

1.   How to setup a Parent PIN—Step one: Browse to myEWU Portal

Browse to myEWU Portal with the link in the upper right of our homepage or at **my.ewu.edu**.

This takes you to a login screen.

2.   How to setup a Parent PIN—Step two: Log in to myEWU Portal with your NetID

Log in through Eastern Single Sign-On (SSO) with your NetID.

Your NetID is the first part of your EWU Student Email address e.g., **jsmith2015**@eagles.ewu.edu. A password was chosen when you originally created your email account. If you forgot your NetID or password, please visit **accounts.ewu.edu**.

3.   How to setup a Parent PIN—Step three: Go to the student portion of myEWU Portal
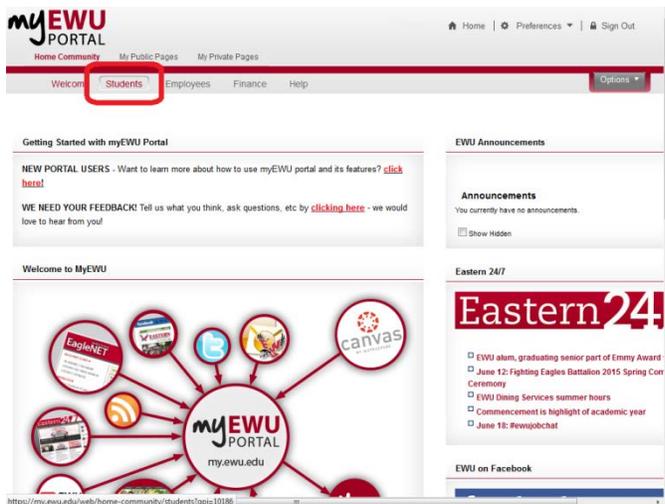
Once logged into myEWU Portal, select "Students" from the menu bar in the upper left of the page.
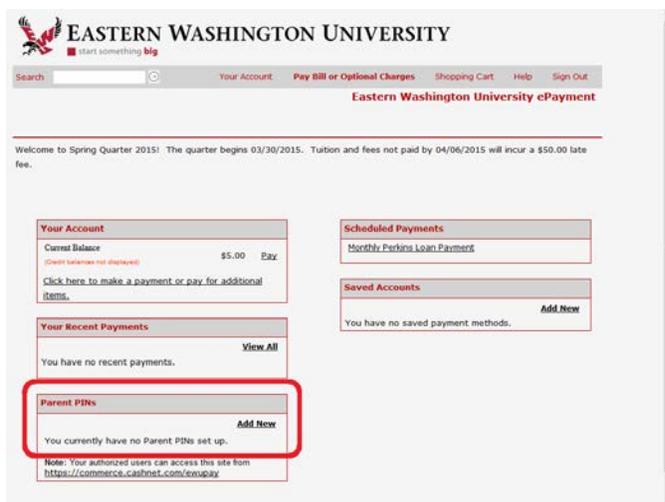
4.   How to setup a Parent PIN—Step four: Click on "Make a Payment" to get to CASHNet
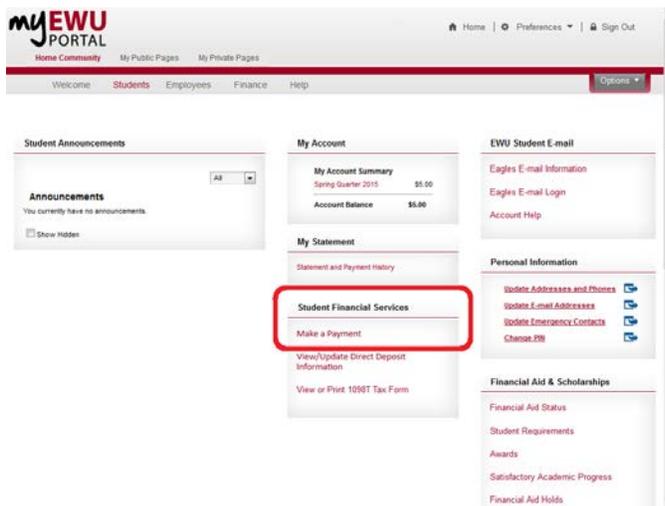
In the lower center of the next page, under the "Student Financial Services" heading, select "Make a Payment."

This takes you to CASHNet, our online payment vendor.

5.   How to setup a Parent PIN—Step five: Click on "Add New" to create a Parent PIN

Once in CASHNet, under the "Parent PINs" heading in the lower left, select "Add New."

6. How to setup a Parent PIN—Step six: Complete the required fields for your parents

Complete the required fields and select "OK" when finished. This process may be repeated to create separate accounts for multiple authorized users.

Please note you are answering these questions for your parent or authorized user, not yourself. The "Parent PIN" becomes their Login ID and the "Email Address" is where a welcome email is sent. Please also answer yes to the question, "Should the person be allowed to log in?" Otherwise, your parent or authorized user will not receive their invitation email and temporary password.

1. Logging into CASHNet—Step one: Receive your confirmation email
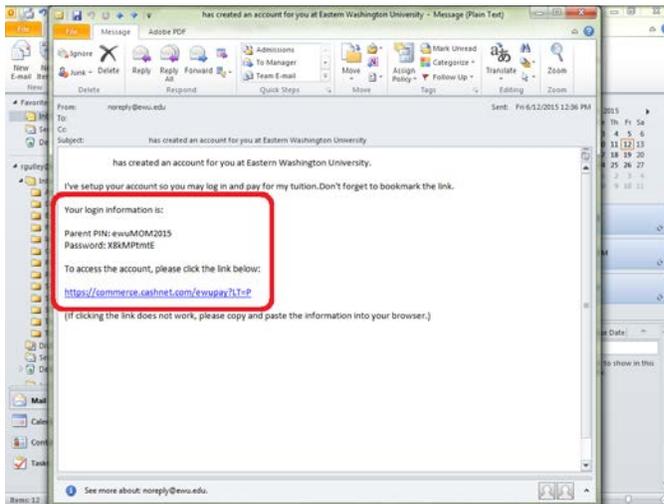
Shortly after the student has authorized a user, the user will receive a welcome email. It contains their Parent PIN, which is their login, and a temporary password.

You will also find a link to CASHNet near the bottom of the email.

2. Logging into CASHNet—Step two: Log in with your Parent PIN and temporary password

Once at CASHNet, log in using your Parent PIN and temporary password.

We strongly recommend bookmarking the following page:
commerce.cashnet.com/ewupay.

3. Logging into CASHNet—Step three: Change your temporary password

If this is your first time logging in, follow the instructions to change your password. Select "Submit" when finished.

This takes you to the CASHNet home page.

1. How to save a checking account—Step one: Click on "Add New" to create a new account

At the CASHNet home page, you may view the student's balance, make payments, review payment history and print receipts.

To setup a checking account for future use, under the "Saved Accounts" heading in the center right of the page, select "Add New."

2. How to save a checking account—Step two: Select electronic check

Choose "Enter new electronic check information" then select "Continue."

3.   How to save a checking account—Step three: Complete the required fields

Complete the required fields and select "Continue" when finished. You will be returned to the CASHNet home page.

Please note the "Bank Account Number" field appears before the "Routing Transit Number" field. Double entry of your routing number is not required; the second field is instead for the "Account Holder Name."

1.   How to pay an account balance—Step one: Select "Pay"

To pay a balance, under the "Your Account" heading in the center left of the page, select "Pay."

This takes you to your shopping cart.

2.   How to pay an account balance—Step two: Select "Checkout", or "Edit" to adjust

To pay the full balance, select "Checkout."

If you would like to pay a portion of the balance, select "Edit" near the center of the page. This allows you to change the amount of payment. Select "Update Shopping Cart" when finished. Once back in your shopping cart, select "Checkout."

3.   How to pay an account balance—Step nine: Select method of payment

Choose your method of payment and select "Continue Checkout."

4.   How to pay an account balance—Step four: Choose where a receipt is sent

CASHNet prompts you for an email address where you would like a receipt sent. Select "Continue Checkout" when finished.

This takes you to a confirmation page.

5.   How to pay an account balance—Step five: Review your information and checkout

Review your choices at the confirmation screen. To make any changes, select "Shopping Cart" from the menu bar in the upper right of the page.

To finalize your choices, select "Submit Payment."