Making Online Payments

CASHNet SmartPay is our online payment gateway that allows you to make payments via credit card (a convenience fee will be added to credit card payments) or electronic check, to set up monthly payment plans, and to authorize users to make payments on your behalf. Please follow the instructions below to access CASHNet thru Banner Self-Service:

- Log into the connectCUNE portal and click on the ‘Academic Life’ tab.
- Click on Banner Self-Service and then on the following folders:
  - STUDENT > STUDENT ACCOUNT > ACCOUNT DETAIL FOR TERM
- In your account detail for term screen, you will see a ‘Pay Now’ button on the top right as well as the bottom left of the screen (both redirect the same).
- Once you’ve clicked one of the ‘Pay Now’ buttons, a new window will open and you will be redirected to CASHNet SmartPay.
- As you can see below, some of your options are as follows:
  - Under Your Account, Click on the ‘Pay’ button to make a payment on your account by following the prompts.
  - Under Your Recent Payments, you can click ‘View All’ to view any recent payments made. **NOTE:** Only payments made thru CASHNet are visible here. Other payments made (such as a check payment, for example), are viewable only in Banner Self-Service.
  - Under Monthly Payment Plan you can click on ‘Enroll in your Term Payment Plan’ to set up a monthly payment plan.
  - **VERY IMPORTANT:** Under Authorized User PINS: This is where you can click ‘Add New’ to authorize a parent/guardian (or whomever you would like to be able to make payments for on your behalf), to receive access to your CASHNet account. This is STRONGLY encouraged as online payments can only be made thru CASHNet.
  - Once an Authorized User is added, the authorized user will receive an email with log in instructions, which they should store for future reference. This provides access to CASHNet only, NOT Banner Self-Service. You can edit your Authorized Users anytime.

Payments made thru CASHNet post in real-time to your student account. Once you’ve made a payment on your account thru CASHNet, you will need to refresh you Banner Self-Service screen in order to see the payment.