Add Authorized Payer to Cashnet

1. Scroll down to the Finances section of your Student Center.
2. Click the **Grant Access to View/Pay Bill**

3. A new window should pop up, click on “My Account”
4. Select “Send Payer Invitation”
5. Fill in First name, Last name, email address, confirm email address and add an optional message to the authorized payer. Then select “Send Invitation”

6. The Payer will receive an email with their username and their password with a link to log in to the system. If they need their password reset, the STUDENT will need to reset their password.