

E-PAY NAVIGATION FOR AUTHORIZED USERS

Authorized Users log on to:

<https://commerce.cashnet.com/butler>.

The panel which contains student's E-Bill AND E-Pay information will be displayed.

→ Select **make payment** tab at the top of panel, select **Payment on Account** and follow the same navigation as **E-Pay Navigation for Students**.

NEED A RECEIPT?

A receipt copy will be sent to the email address provided with the transaction. If you want to email this receipt to a separate email address, click **Email Another Receipt** and enter additional email address(es). If you would like to view the receipt so that you can print it, click **View Printable Receipt**.

FORGET A PASSWORD? NO PROBLEM!

If your *Authorized User* forgets his or her new password, **YOU** must reset their password. You'll need to:

Log on to your **my.butler.edu** account:
Click on *Self Service*, then *Student Center*.
Under the *Finances* heading, click on *View Bills*.

In the *Authorized User* section, click *Edit* next to the *Authorized User* you want to edit. Click on the **Reset Password** tab at the bottom of the panel. Click **Continue**.

Your *Authorized User* will receive an email with a new temporary password. He or she will be prompted to change this password the first time he or she logs on to: <https://commerce.cashnet.com/butler>.

Authorized Users must contact his or her student to request a password reset. Neither Butler University nor CASHNet personnel can initiate a reset of Authorized User passwords.

1098-T NAVIGATION INSTRUCTIONS

You may receive your 1098-T tax information electronically. However, we must receive your consent. To consent:

Log on to your **my.butler.edu** account:
Click on *Self Service*, then *Student Center*.
Under the *Finances* heading, click on *View Bills*.

Once you've clicked on the *View Bills* link, the panel which contains your E-Bill AND E-Pay information will be displayed.

In the 1098-T section, click on this statement:
Click here to give consent for your 1098-T form to be sent electronically only.

1098-T documents are available for viewing by mid to late January. An email is sent to your Butler University email account when the document is ready for viewing and/or printing.

DIFFICULTIES?

If you receive an error stating "You are not authorized to access..." you are experiencing a browser issue. To resolve, first determine what type of system you are using (PC or MAC).

If using a PC, you want to relax the browser security settings. Click on TOOLS → Internet Options → Privacy Tab – change the setting to medium, low or accept all cookies. TOOLS → Pop Up Blocker – Turn off Pop up blocker.

If using a MAC with the Safari Browser – From the main browser menu, Choose Safari → Preferences. Click on the Security tab choose the "Always accept cookies" option.

Having difficulty logging into my.butler.edu?
Contact the Butler University Help Desk at (317) 940-4357(HELP).



E-BILL AND E-PAY

STUDENT ACCESS: MY.BUTLER.EDU
AUTHORIZED USER ACCESS:
<https://commerce.cashnet.com/butler>



BUTLER UNIVERSITY OFFICE OF STUDENT ACCOUNTS

4600 Sunset Ave. • Jordan Hall, Room 102 • Indianapolis, IN 46208
www.butler.edu/student-accounts
Email: studentaccounts@butler.edu
(317) 940-9353
(800) 368-6852, ext. 9353, toll-free

WHAT IS E-BILL?

An e-bill is an electronic billing statement. When an e-bill statement is ready to be viewed, an email notification will be sent to your Butler University email account AND to any *Authorized Users* you have set up. (See *Creating Authorized User Accounts* in this brochure.)

Billing statements will generally be available for viewing the second Thursday of each month. The balance is due by the due date reflected on the billing statement.

E-BILL NAVIGATION INSTRUCTIONS

Log on to your **my.butler.edu** account:
Click on *Self Service*, then *Student Center*.
Under the *Finances* heading, click on *View Bills*.

Once you have clicked the *View Bill* link, the panel which contains your E-Bill AND E-Pay information will be displayed.

In the *Your Bills* section, you will have the opportunity to view your billing statements.

Please note: you will also have the opportunity to create *Authorized User* accounts for parents, spouses or anyone that needs to access your billing information.

WHAT IS E-PAY?

E-pay is the option for making electronic payments. Two options are available.

1. ACH (electronic check) – by providing the routing number and account number for a checking or savings account, payment can be sent electronically to Butler University. There is no fee for utilizing ACH payment method.
2. Credit Card
MasterCard, Discover and American Express cards are all accepted. A 2.75 percent per transaction fee will be charged to your credit card.

CREATING AUTHORIZED USER ACCOUNTS

Before creating an *Authorized User* account, make sure you have a valid email address for **each** *Authorized User*!

The navigation to create an *Authorized User* account is the same navigation for viewing your E-Bill.

Log on to your **my.butler.edu** account:
Click on *Self Service*, then *Student Center*.
Under the *Finances* heading, click on *View Bills*.

Once you've clicked on the *View Bills* link, the panel which contains your E-Bill AND E-Pay information will be displayed.

In the *Authorized User* section, click on **Add New**. Type in a unique User Name for your *Authorized User*. If you type in a User Name that has been used by another student (e.g., MOM), you will receive an error message. Try again!
We recommend using the email address for your Authorized User as their User Name.

- You may enter a message that will be included with the email notification that is sent to your *Authorized User*.
- Your *Authorized User* will receive an email notification from epay@butler.edu. The message will include the Authorized User name, temporary password and the website to access which is: <https://commerce.cashnet.com/butler>.
- Your *Authorized User* will be prompted to enter their User Name and temporary password. He or she will then be prompted to change the temporary password to their permanent password.
- You can establish as many *Authorized Users* as you want.

Note: Personal checks may be mailed directly to the Office of Student Accounts.

E-PAY NAVIGATION FOR STUDENTS

Log on to your **my.butler.edu** account:
Click on *Self Service* then *Student Center*.
Under the *Finances* heading, click on *Make Payments*.

Once you've clicked on the *Make Payments* link, the panel which contains your E-Bill AND E-Pay information will be displayed.

- Click on the **make payment** tab at the top of the panel.
- Select **Payment on Account** and **enter the amount** you want to pay. Click **Pay Now**.
- Select your method of payment (credit card or E-check) and click **Pay Now**.
- Follow remaining instructions and **Submit Payment**.

Credit Card Option

If you select the credit card option, a disclosure panel appears on your screen. This panel outlines the terms and conditions of the payment and the service charge associated with using *CASHNet SmartPay*. You must check the box to acknowledge that you have read and accept the terms and conditions of the *CASHNet SmartPay* User Agreement.

Please note: If paying by credit card, there is a 2.75 percent non-refundable transaction fee that will be charged to your credit card.

E-Check Option

If you select the E-Check option, enter all required information, click **Pay Now**, review all information entered and if correct, click **Submit Payment**. There is **NO CHARGE** for E-Check payments.

Please note: If you want to save credit card or E-Check information you have entered for future payments, complete the information in the box labeled (*Optional*) *Please provide a name... (e.g., My Credit Card or Primary Savings, etc.)*.