

## 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**.

### DID YOUR AUTHORIZED USER FORGET THEIR PASSWORD?

If your *Authorized User* forgets his or her password, YOU, the student, 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 and will be prompted to change the password the first time he or she logs onto <https://commerce.cashnet.com/butler>.

**Please note:** You, the student, must reset passwords for your *Authorized User*. Butler University and/or CASHNet personnel cannot reset *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.

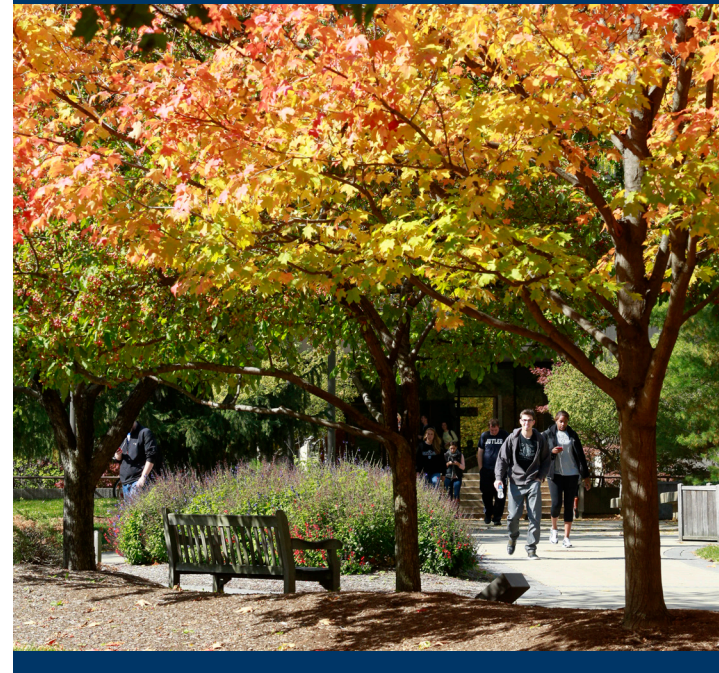
If using a MAC with the Safari Browser, go to the main browser menu and select Safari → Preferences. Click on the PRIVACY tab and select 'never' for 'block cookies.'

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



## A STUDENT'S GUIDE TO E-BILL AND E-PAY

STUDENT ACCESS: [MY.BUTLER.EDU](http://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](http://www.butler.edu/student-accounts)  
Email: [studentaccounts@butler.edu](mailto: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 published the second Wednesday of every month. Payment is due in full by the due date on the E-Bill.

When an E-Bill is available, an email will be sent to your Butler University email account AND to any *Authorized Users* you have created. (See *Creating Authorized User Accounts* in this brochure.)

You, the student, are responsible for your account balance, viewing your E-Bill when it is available and ensuring the information is available to anyone assisting you with your financial obligation to Butler University.

## E-BILL STUDENT 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 E-Bill.

**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 students and authorized users to make electronic payments. Two options are available.

1. E-Check (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 E-Check payment method.
2. Credit Card—Visa, MasterCard, Discover, and American Express cards are all accepted. A 2.75 percent per transaction fee will be charged to the credit card used for the transaction.

## 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](mailto: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, then prompted to change the temporary password to their permanent password. Please retain the password!
- You can establish as many *Authorized Users* as you want.

Note: Personal checks may be mailed directly to the Office of Student Accounts. Please include your Butler ID number on the check payment. Payment cannot be submitted over the phone.

## 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 the credit card used for the transaction.

### 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.*).