E-Pay Navigation for Authorized Users

Authorized Users log on to:

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).
**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 Bills 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.

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**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. 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.).