E-PAY NAVIGATION FOR AUTHORIZED USERS

Authorized Users log in to https://commerce.cashnet.com/butler.

The 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 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 you can print or save it, click View Printable Receipt.

DID YOUR AUTHORIZED USER FORGET HIS OR HER PASSWORD?

If your Authorized User forgets his or her password, you, the student, must reset that password. Butler University and CASHNet personnel cannot reset Authorized User passwords. You’ll need to:

› Log in to your my.butler.edu account.
› Click on Self-Service Student Homepage, and 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 be prompted to change the password the first time he or she logs in to https://commerce.cashnet.com/butler.

1098-T TUITION STATEMENT NAVIGATION INSTRUCTIONS

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

› Log in to your my.butler.edu account.
› Click on Self-Service Student Homepage, and then Student Center.
› Under the Finances heading, click on View Bills.

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 late January. You will be notified through your Butler University email account when the document is ready for viewing and printing.

DIFFICULTIES?

If you receive an error stating, “You are not authorized to access...” you are most likely experiencing a browser issue. To resolve using a PC with a Google Chrome browser, click on Customize & Control Google Chrome (at the top right of the screen—click on the 3 vertical dots.) Scroll down, select SETTINGS. Scroll down, click on Advanced at the bottom of the screen. Under Privacy & Security, select Content settings, then COOKIES. “Turn on” the option that says BLOCKED. If completed correctly, this will appear: “allow sites to save and read cookie data (recommended).” Go back & log in again.

If using a Mac with a Safari browser, go to the main browser menu, click Safari, then Preferences, then the Privacy tab. Select Allow from websites I visit.

Still having difficulties? Contact the BU HELP desk at 940-HELP or e-mail helpdesk@butler.edu.
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. You may create Authorized User accounts for parents, spouses, or anyone who needs to access your billing information. (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 in to your my.butler.edu account.
› Click on Self-Service Student Homepage, and then Student Center.
› Under the Finances heading, click on View Bills.

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.

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—MasterCard, Visa, Discover, and American Express cards are all accepted. A 2.75 percent nonrefundable 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 in to your my.butler.edu account.
› Click on Self-Service Student Homepage, and then Student Center.
› Under the Finances heading, click on View Bills.

Your E-Bill and E-Pay information will be displayed.

› In the Authorized User section, click on Add New.
› Type in a unique username for your Authorized User. We recommend that usernames for Authorized Users be the same as their email addresses. If you type in a username that has been used by another student (e.g., MOM), you will receive an error message. Try again.

• 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 username, temporary password, and the website to access: https://commerce.cashnet.com/butler.

• Your Authorized User will be prompted to enter his or her username and temporary password, and then prompted to change the temporary password to a permanent password.
• You can establish as many Authorized Users as you need.

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 in to your my.butler.edu account.
› Click on Self-Service Student Homepage, and then Student Center.
› Under the Finances heading, click on Make Payments.

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 onscreen instructions and submit payment.

Credit Card Option
If you select the credit card option, a disclosure panel will appear 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.

Note: If paying by credit card, a 2.75 percent nonrefundable transaction fee 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.

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