



How to set up and pay your student's balance with a Parent PIN

Students have the ability to create a Parent or Authorized User Login, also known as a Parent PIN. This allows the user to pay the student's account balance online using Visa, MasterCard, Discover or electronic check.

- [How to set up a Parent PIN](#) (for students) **This step must be completed first**
- [Logging into CASHNet for the first time](#) (for parents)
- [How to save a checking account for future payments](#) (for students or parents)
- [How to pay an account balance](#) (for students or parents)

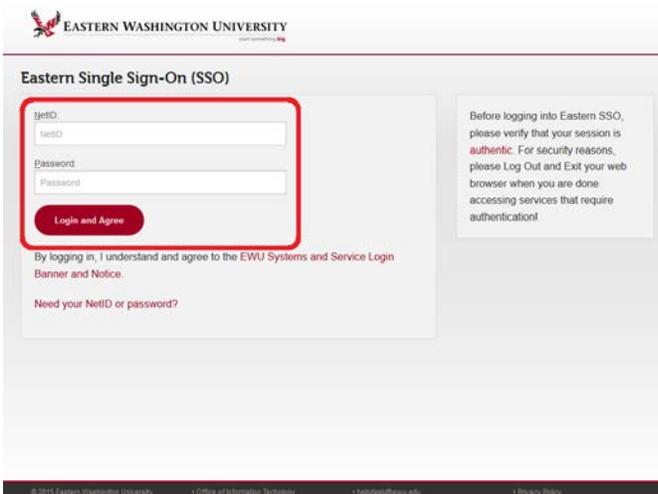
1. How to setup a Parent PIN—Step one: Browse to myEWU Portal



Browse to myEWU Portal with the link in the upper right of our homepage or at my.ewu.edu.

This takes you to a login screen.

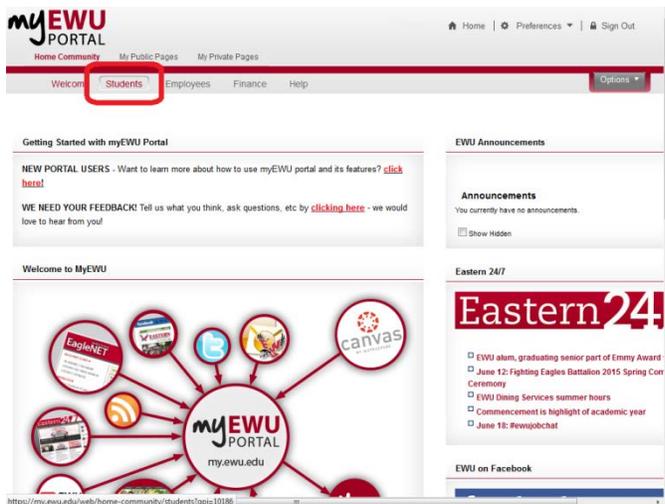
2. How to setup a Parent PIN—Step two: Log in to myEWU Portal with your NetID



Log in through Eastern Single Sign-On (SSO) with your NetID.

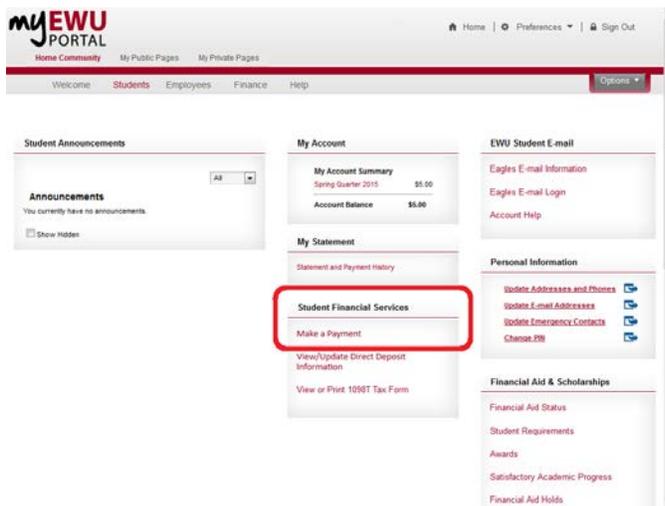
Your NetID is the first part of your EWU Student Email address e.g., jsmith2015@eagles.ewu.edu. A password was chosen when you originally created your email account. If you forgot your NetID or password, please visit accounts.ewu.edu.

3. How to setup a Parent PIN—Step three: Go to the student portion of myEWU Portal



Once logged into myEWU Portal, select “Students” from the menu bar in the upper left of the page.

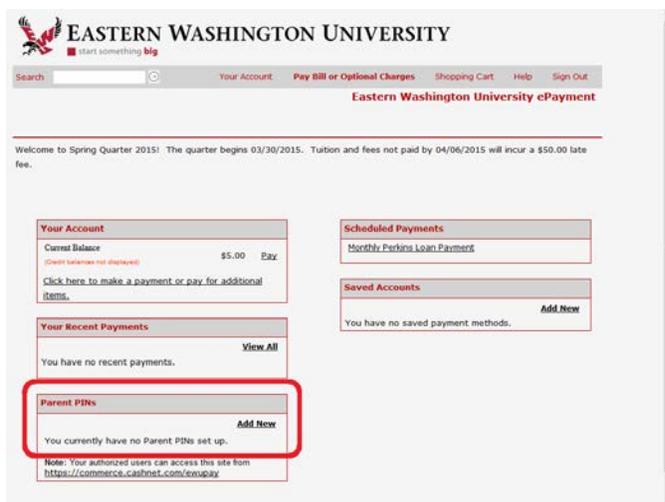
4. How to setup a Parent PIN—Step four: Click on “Make a Payment” to get to CASHNet



In the lower center of the next page, under the “Student Financial Services” heading, select “Make a Payment.”

This takes you to CASHNet, our online payment vendor.

5. How to setup a Parent PIN—Step five: Click on “Add New” to create a Parent PIN



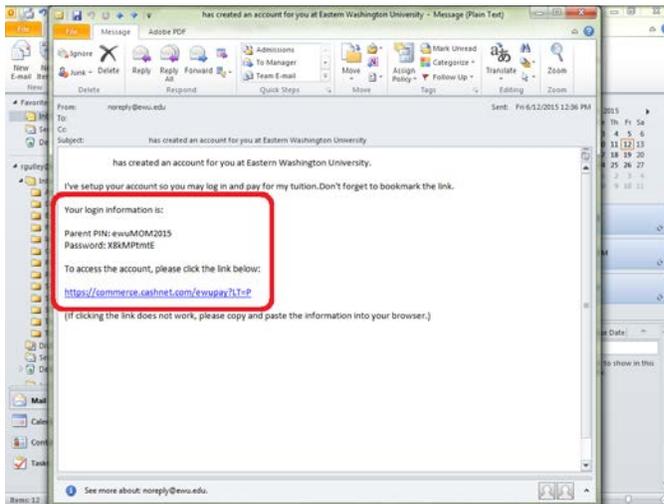
Once in CASHNet, under the “Parent PINs” heading in the lower left, select “Add New.”

6. How to setup a Parent PIN—Step six: Complete the required fields for your parents

Complete the required fields and select “OK” when finished. This process may be repeated to create separate accounts for multiple authorized users.

Please note you are answering these questions for your parent or authorized user, not yourself. The “Parent PIN” becomes their Login ID and the “Email Address” is where a welcome email is sent. Please also answer yes to the question, “Should the person be allowed to log in?” Otherwise, your parent or authorized user will not receive their invitation email and temporary password.

1. Logging into CASHNet—Step one: Receive your confirmation email



Shortly after the student has authorized a user, the user will receive a welcome email. It contains their Parent PIN, which is their login, and a temporary password.

You will also find a link to CASHNet near the bottom of the email.

2. Logging into CASHNet—Step two: Log in with your Parent PIN and temporary password

Once at CASHNet, log in using your Parent PIN and temporary password.

We strongly recommend bookmarking the following page:

commerce.cashnet.com/ewupay.

3. Logging into CASHNet—step three: Change your temporary password

The screenshot shows the 'Change Password' form on the Eastern Washington University ePayment portal. The form is titled 'Change Password' and includes a sub-header: 'To protect the privacy of your account, please enter a new password at this time.' There are three input fields: 'Old Password', 'Enter New Password', and 'Confirm Password'. To the right of the 'Enter New Password' field, there are password requirements: 'Password must have:' followed by a bulleted list: '• At least 8 characters.', '• 2 letter(s).', and '• 2 non-letter(s)'. A 'Submit' button is located below the 'Confirm Password' field. The page header includes the Eastern Washington University logo and the text 'Eastern Washington University ePayment'. At the bottom left, there is a small text '(hmltwb03)'.

If this is your first time logging in, follow the instructions to change your password. Select “Submit” when finished.

This takes you to the CASHNet home page.

1. How to save a checking account—Step one: Click on “Add New” to create a new account

The screenshot shows the Eastern Washington University ePayment home page. The page header includes the Eastern Washington University logo and the text 'Eastern Washington University ePayment'. Below the header, there is a navigation bar with links: 'Search', 'Your Account', 'Pay Bill or Optional Charges', 'Shopping Cart', 'Help', and 'Sign Out'. The main content area is divided into several sections: 'Your Account' (Current Balance: \$5.00), 'Scheduled Payments' (Monthly Perkins Loan Payment), 'Your Recent Payments' (You have no recent payments), and 'Saved Accounts' (You have no saved payment methods). The 'Saved Accounts' section is highlighted with a red box, and the 'Add New' link is visible. Below the 'Saved Accounts' section, there is an 'Account Details' section with an 'Email:' field and a 'Change' link. At the bottom left, there is a small text '(hmltwb03)'.

At the CASHNet home page, you may view the student’s balance, make payments, review payment history and print receipts.

To setup a checking account for future use, under the “Saved Accounts” heading in the center right of the page, select “Add New.”

2. How to save a checking account—Step two: Select electronic check

The screenshot shows the 'Select method of Payment' form on the Eastern Washington University ePayment portal. The form is titled 'Select method of Payment*' and includes two radio button options: 'Enter new credit card information.' and 'Enter new electronic check information.'. The 'Enter new electronic check information.' option is selected. There are 'Cancel' and 'Continue' buttons at the bottom of the form. The page header includes the Eastern Washington University logo and the text 'Eastern Washington University ePayment'. At the bottom left, there is a small text '(hmltwb04)'.

Choose “Enter new electronic check information” then select “Continue.”

3. How to save a checking account—Step three: Complete the required fields

The screenshot shows the 'Eastern Washington University ePayment' interface. At the top, there is a search bar and navigation links: 'Your Account', 'Make Payment', 'Shopping Cart', 'Help', and 'Sign Out'. Below the header, a red banner reads 'Eastern Washington University ePayment'. The main content area prompts the user to 'Please provide a name for this payment method to be saved for future use:'. Below this, there is a red-bordered box containing the following fields and instructions:

- Bank Account Number**: Input field.
- Confirm Bank Account Number**: Input field.
- Account Type**: Radio buttons for 'Checking' (selected) and 'Savings'.
- Routing Transit Number**: Input field with a note: 'Do not use my Routing Transit and Account Numbers!'
- Account Holder Name**: Input field.

Below the fields are 'Cancel' and 'Continue' buttons. A small footer note reads '(html=web04)'.

Complete the required fields and select “Continue” when finished. You will be returned to the CASHNet home page.

Please note the “Bank Account Number” field appears before the “Routing Transit Number” field. Double entry of your routing number is not required; the second field is instead for the “Account Holder Name.”

1. How to pay an account balance—Step one: Select “Pay”

The screenshot shows the 'Eastern Washington University ePayment' interface. At the top, there is a search bar and navigation links: 'Your Account', 'Pay Bill or Optional Charges', 'Shopping Cart', 'Help', and 'Sign Out'. Below the header, a red banner reads 'Eastern Washington University ePayment'. The main content area displays a welcome message: 'Welcome to Spring Quarter 2015! The quarter begins 03/30/2015. Tuition and fees not paid by 04/06/2015 will incur a \$50.00 late fee.' Below this, there are four main sections:

- Your Account**: Shows 'Current Balance \$5.00 Pay'. A red box highlights this section. Below it is a link: 'Click here to make a payment or pay for additional items.'
- Scheduled Payments**: Shows 'Monthly Perkins Loan Payment'.
- Saved Accounts**: Shows 'You have no saved payment methods.' and an 'Add New' button.
- Account Details**: Shows 'Email: Change' and 'Change your password.'

Below the sections are 'Your Recent Payments' and 'View All' links. A small footer note reads '(html=web03)'.

To pay a balance, under the “Your Account” heading in the center left of the page, select “Pay.”

This takes you to your shopping cart.

2. How to pay an account balance—Step two: Select “Checkout”, or “Edit” to adjust

The screenshot shows the 'Eastern Washington University ePayment' interface. At the top, there is a search bar and navigation links: 'Your Account', 'Make Payment', 'Shopping Cart', 'Help', and 'Sign Out'. Below the header, a red banner reads 'Eastern Washington University ePayment'. The main content area displays 'Your Shopping Cart'.

Item Code	Edit	Delete	Amount
Account Balance (Spring Quarter 2015)	Edit	Delete	\$5.00

Below the table, there is a 'Continue Shopping' button and a red-bordered box containing the following information:

- Total Amount**: \$5.00
- Checkout** button

A small footer note reads '(html=web04)'.

To pay the full balance, select “Checkout.”

If you would like to pay a portion of the balance, select “Edit” near the center of the page. This allows you to change the amount of payment. Select “Update Shopping Cart” when finished. Once back in your shopping cart, select “Checkout.”

3. How to pay an account balance—Step nine: Select method of payment

The screenshot shows the Eastern Washington University ePayment interface. At the top, there is a search bar and navigation links for 'Your Account', 'Make Payment', 'Shopping Cart', 'Help', and 'Sign Out'. Below this, the page title is 'Eastern Washington University ePayment'. A red box highlights the 'Select Method of Payment *' section, which contains three radio button options: 'Enter new credit card information.', 'Enter new electronic check information.', and 'Use myChecking (Checking account ending in 9999)'. The 'Use myChecking' option is selected. A 'Continue Checkout' button is visible to the right of the options.

Choose your method of payment and select “Continue Checkout.”

4. How to pay an account balance—Step four: Choose where a receipt is sent

The screenshot shows the Eastern Washington University ePayment interface. At the top, there is a search bar and navigation links for 'Your Account', 'Make Payment', 'Shopping Cart', 'Help', and 'Sign Out'. Below this, the page title is 'Eastern Washington University ePayment'. A red box highlights the 'Email Address' field, which contains the text 'janesmith@hotmail.com'. Below the field, there is a note: '(You'll have a chance to review this order before it's final.)' and a 'Continue Checkout' button.

CASHNet prompts you for an email address where you would like a receipt sent. Select “Continue Checkout” when finished.

This takes you to a confirmation page.

5. How to pay an account balance—Step five: Review your information and checkout

The screenshot shows the Eastern Washington University ePayment interface. At the top, there is a search bar and navigation links for 'Your Account', 'Make Payment', 'Shopping Cart', 'Help', and 'Sign Out'. Below this, the page title is 'Eastern Washington University ePayment'. A message reads: 'Please confirm the information below. To submit your payment, click on the "Submit Payment" button.' Below this, there is a table showing 'Items Selected' and 'Amount'. The table has two columns: 'Items Selected' and 'Amount'. The first row is 'Account Balance (Spring Quarter 2015)' with an amount of '\$5.00'. The second row is 'Total Amount' with an amount of '\$5.00'. Below the table, there is a 'Payment Information' section with the following details: Email Address: janesmith@hotmail.com, Account Number: XXXXXXXXXX9999, Account Type: Checking, Routing Transit Number: 325181028, Bank: WASHINGTON STATE EMPLOYEES CU, OLYMPIA, WA, and Account Holder Name: Jane Smith. A red box highlights the 'Submit Payment' button at the bottom right of the page.

Review your choices at the confirmation screen. To make any changes, select “Shopping Cart” from the menu bar in the upper right of the page.

To finalize your choices, select “Submit Payment.”