

# PARENT ONLINE PAYMENT INSTRUCTIONS

Please follow these instructions to log into CASHNet through MyCoe to make a payment on an account, view the billing statements, or sign up for a payment plan.

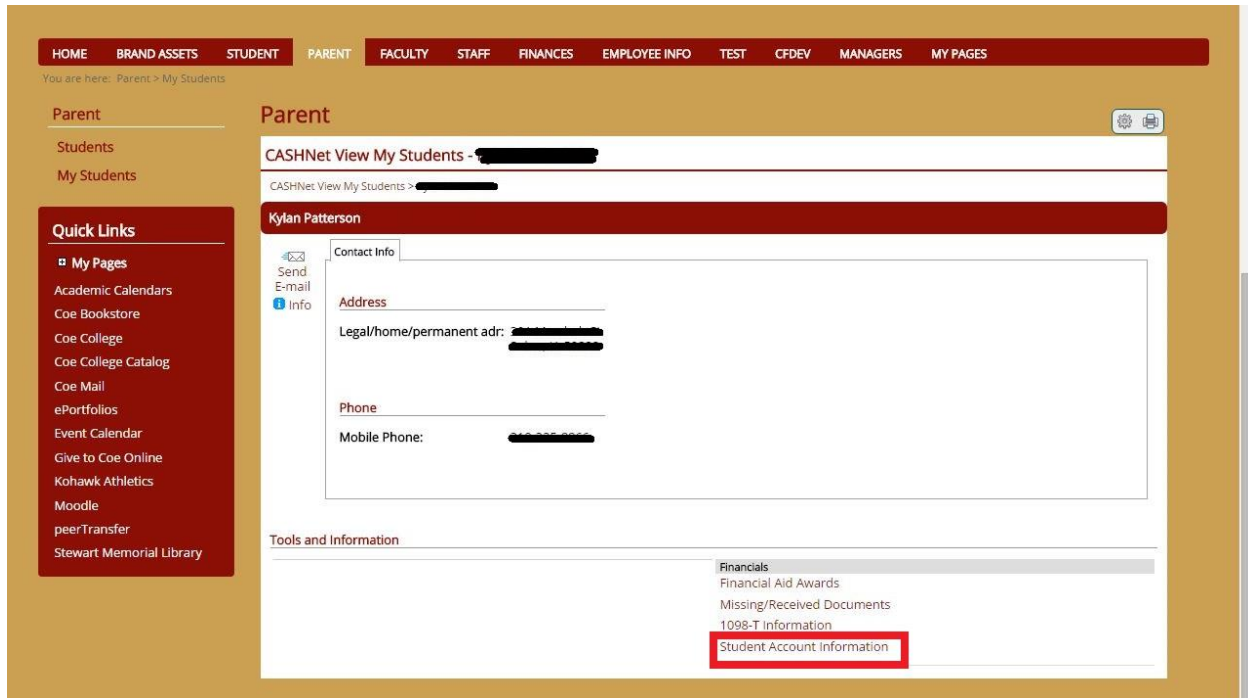
Log into MyCoe and click on the Parent Tab:

The screenshot shows the MyCoe Parent Portal homepage. The navigation bar at the top includes links for HOME, BRAND ASSETS, STUDENT, PARENT (highlighted in red), FACULTY, STAFF, FINANCES, EMPLOYEE INFO, TEST, CFDEV, MANAGERS, and MY PAGES. Below the navigation bar, there is a 'My Portal' section with a 'Home' link. A 'Quick Links' sidebar on the left lists various services like Academic Calendars, Coe Bookstore, and Give to Coe Online. The main content area is divided into several sections: 'Coe Links' with COE Mail and Coe logos; 'Connect with COE' with social media icons; 'Browser Compatibility' with instructions for Internet Explorer; 'Give to Coe' with a 'Make a gift' button; 'Login Information' with a password hint creation prompt; 'My Info - Manage Password' with fields for Old Password, New Password, and Confirm Password; and 'Today's Weather'.

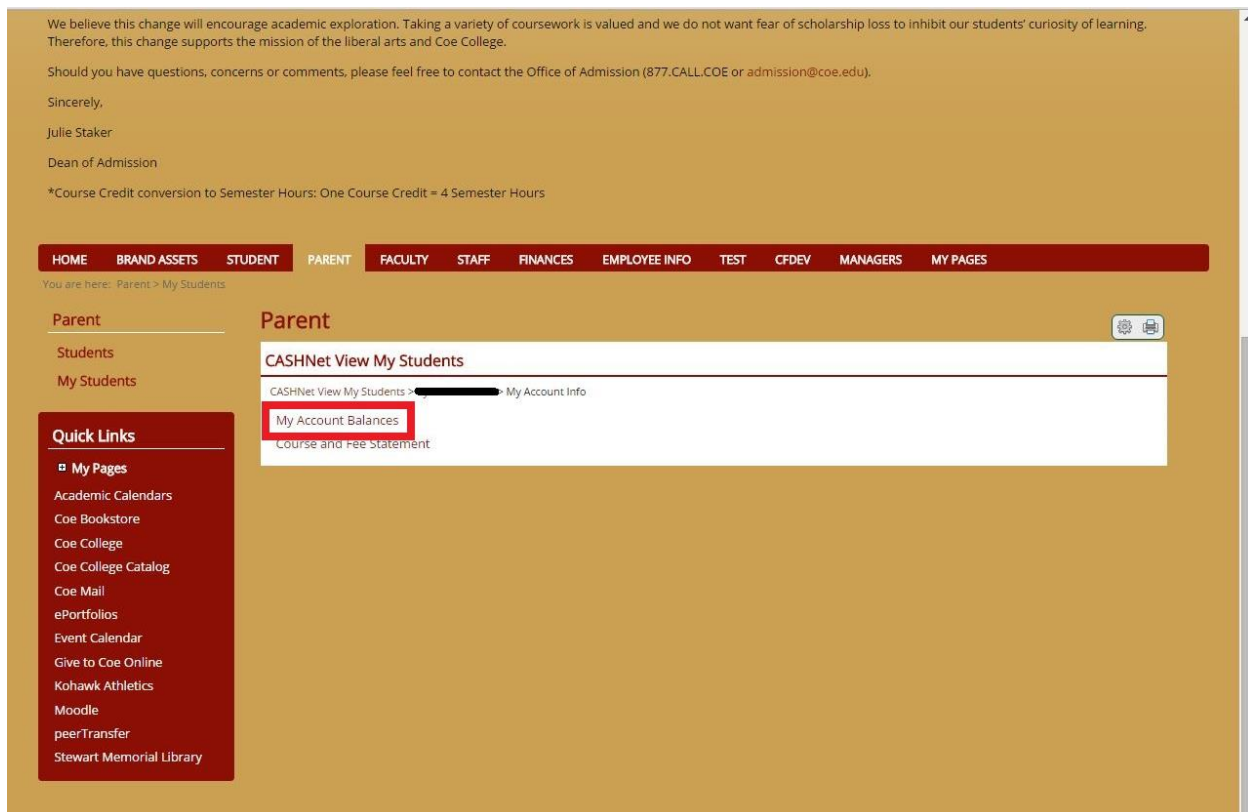
Click on the student's name under CASHNet View My Students (located on the upper right hand side of the page).

The screenshot shows the 'CASHNet View My Students' page within the Parent Portal. The navigation bar is the same as in the previous screenshot, but the 'PARENT' tab is selected. The page has a 'Parent' header and a 'Students' section with a 'My Students' link. The main content area is divided into three columns: 'Business Office Information & Forms' with a list of links for student employment, fees, and refunds; 'Parent Info' with links for Parents Home, Council, Resources, Orientation, Family Weekend, and Publications; and 'CASHNet View My Students' which displays a list of students. One student's name is highlighted with a red box. Below this, there are sections for 'Informational Announcements' (including W-2 Tax Information) and 'Handouts' (including Billing Information).

Click on the “Student Account Information” link located on the lower right hand side of the page.



Click on the “My Account Balances” Link under CASHNet View My Students to open up the CASHNet window:



On this screen, you can click on the “Course and Fee Statement” link to generate a billing statement that will list of the semester’s current student activity.

If you click on the amount due next to the words Accounts Receivable, you will see a listing of all of the student account activity beginning with the student’s first semester at Coe.

Click on the “Go to CASHNet” link located under the Pay Using CASHNet header to open the CASHNet window.

The screenshot shows the Coe College Parent Portal interface. At the top, there is a navigation menu with links: HOME, BRAND ASSETS, STUDENT, PARENT, FACULTY, STAFF, FINANCES, EMPLOYEE INFO, TEST, CFDEV, MANAGERS, MY PAGES. Below the menu, the breadcrumb trail reads "You are here: Parent > My Students". The main content area is titled "Parent" and "CASHNet View My Students - My Account Balances". It displays the following information:

- My Account Balances:**
  - ACCOUNTS RECEIVABLE \$0.00 Due
  - Grand Total** \$0.00 Due
- Course and Fee Statement** link
- Pay Using CASHNet** section with a "Go to CASHNet" button highlighted in red.
- Service fee is 2.75% for Credit Card transactions. Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or JCB. No service fee for E-Check Payment.

Once in the CASHNet window, you can do the following:

- 1) Make a payment on the student account, purchase a parking permit, or make a payment toward a May Term trip (“Click here to make a payment”)
- 2) View recent payments that have been made
- 3) View your current billing statement and all of your prior ebills that were generated through CASHNet
- 4) Enroll in a monthly payment plan or view your current monthly payment plan
- 5) Add and save a method of payment on your account. When you save a method of payment, you won’t have to reenter your banking or credit card information into the system each time you make a payment. *Note: Anyone with access to your MyCoe account will be able to view/use any saved payment methods.*



your account view bills **make payment** basket items help sign out

Student Account Online

To make a payment on your Student Account or purchase a 2015-2016 parking permit, please click on the 'Make a Payment' link.

**Your Account**

Current Balance	\$0.00
Minimum Due	\$0.00

[Click here to make a payment](#)

**Your Recent Payments**

You have no recent payments. [View All](#)

**Your Bills**

There are currently no bills for your account. [View All](#)

**Installment Payment Plans**

[Enroll in the Fall 2015 Payment Plan](#)

**Saved Accounts- Available to student and parents**

You have no saved payment methods. [Add New](#)