

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: HOME, BRAND ASSETS, STUDENT, PARENT (highlighted), FACULTY, STAFF, FINANCES, EMPLOYEE INFO, TEST, CFDEV, MANAGERS, MY PAGES. Below the navigation bar, the page is divided into several sections:

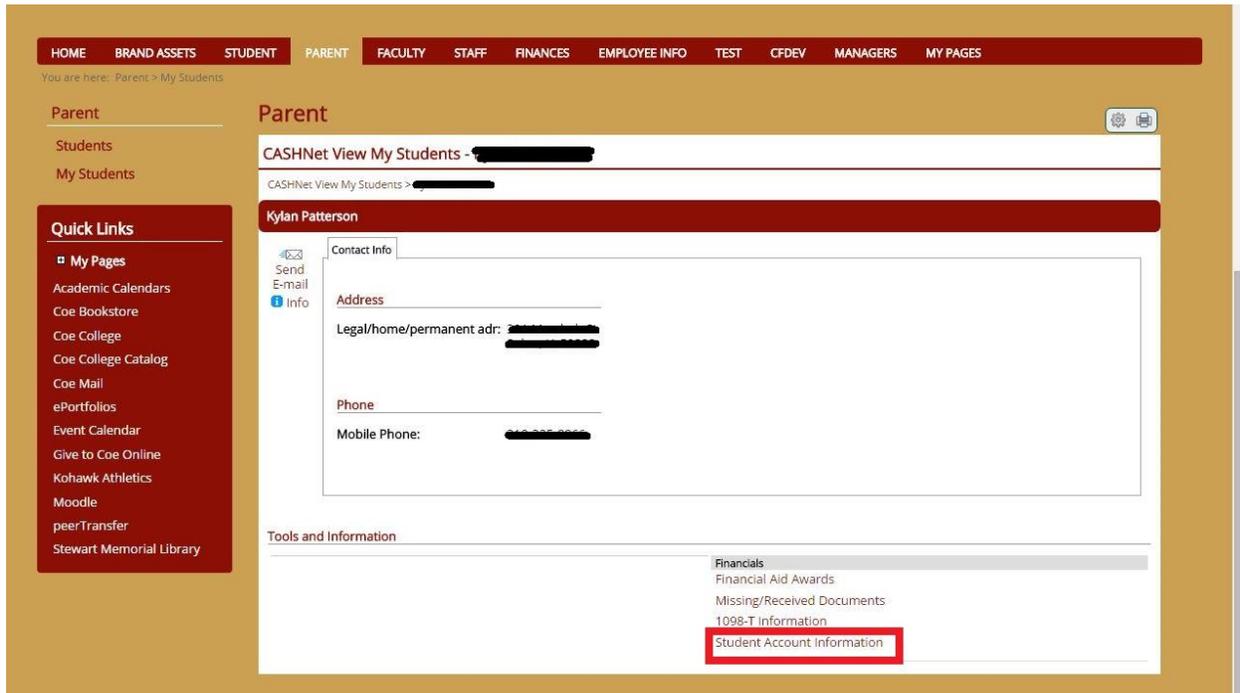
- My Portal**: A central section with a "Home" link and a "Give to Coe" button.
- Quick Links**: A sidebar menu on the left with links to My Pages, Academic Calendars, Coe Bookstore, Coe College, Coe College Catalog, Coe Mail, ePortfolios, Event Calendar, Give to Coe Online, Kohawk Athletics, Moodle, peerTransfer, and Stewart Memorial Library.
- COE Links**: A section with COE Mail and Coe College logos.
- Connect with COE**: A section with social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram.
- Browser Compatibility**: A section with text explaining browser issues and a "Compatibility View" button.
- Today's Weather**: A small weather widget.
- Give to Coe**: A section with a "Make a gift" button.
- Login Information**: A section with a "Please create a Password Hint!!" message and instructions on how to create and retrieve a password hint.
- My Info - Manage Password**: A section with tabs for Account Info, Password, Photo, Custom Info, Office Hours, and Biogr. The Password tab is active, showing fields for Old Password, New Password, and Confirm Password, along with Save and Cancel buttons.

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

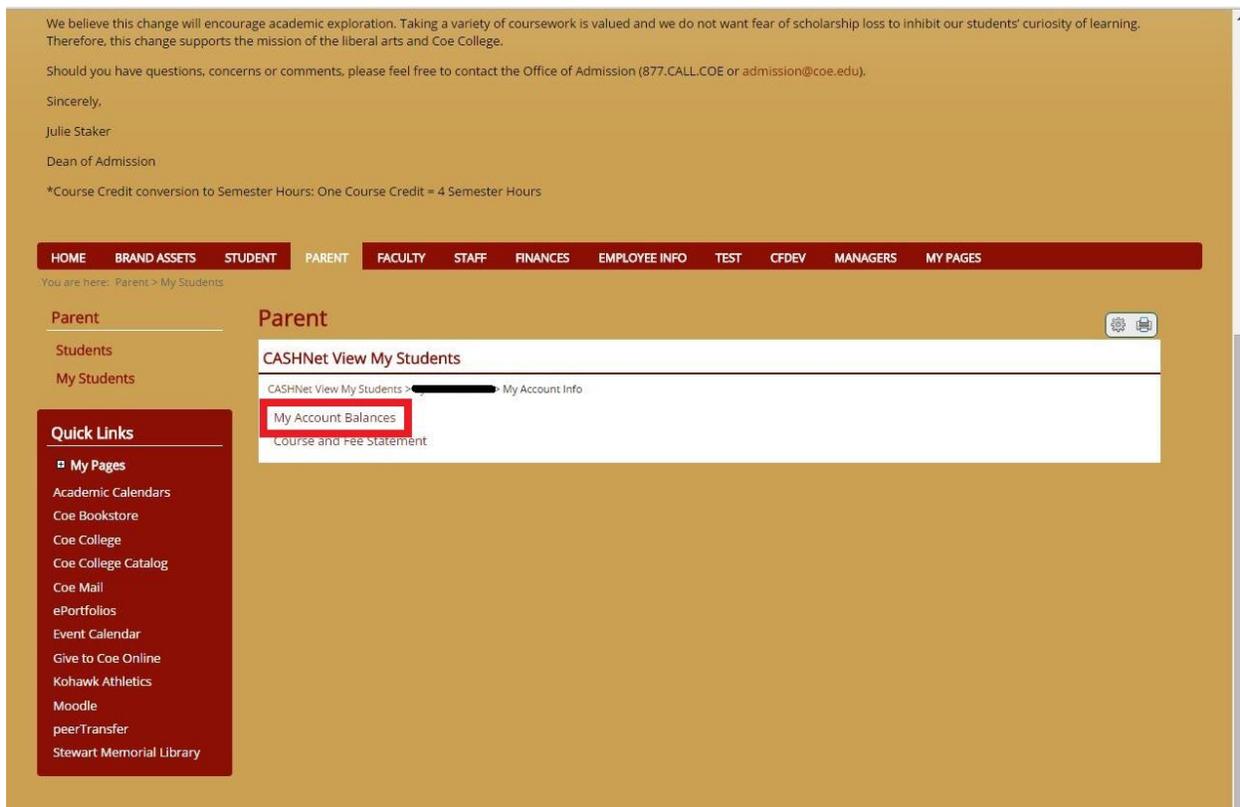
The screenshot shows the MyCoe Parent Portal CASHNet View My Students page. The navigation bar at the top includes: HOME, BRAND ASSETS, STUDENT, PARENT (highlighted), FACULTY, STAFF, FINANCES, EMPLOYEE INFO, TEST, CFDEV, MANAGERS, MY PAGES. Below the navigation bar, the page is divided into several sections:

- Parent**: A central section with a "Business Office Information & Forms" link and a "CASHNet View My Students" link.
- Students**: A sidebar menu on the left with links to My Pages, Academic Calendars, Coe Bookstore, Coe College, Coe College Catalog, Coe Mail, ePortfolios, Event Calendar, Give to Coe Online, Kohawk Athletics, Moodle, peerTransfer, and Stewart Memorial Library.
- Business Office Information & Forms**: A section with a link to view Business Office forms for students regarding:
 - Student employment & payroll
 - Comprehensive Fees
 - FAQ's
 - ACH Refunds
- Parent Info**: A section with links to Parents Home, Parents Council, Parent Resources, Parent Orientation, Family Weekend, and Coe Publications.
- CASHNet View My Students**: A section with a "CASHNet View My Students" link and a "Students for:" dropdown menu. A red box highlights the "Name" field, which contains a student's name.
- Informational Announcements**: A section with a "W-2 Tax Information" announcement and a "Read More" link.
- Handouts**: A section with a "Add a Handout" button and a "Billing Information" link.

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 page title is "Parent" and the breadcrumb trail is "You are here: Parent > My Students". The main content area is titled "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

Below the table, there is a link for "Course and Fee Statement". Underneath, there is a section titled "Pay Using CASHNet" with a button labeled "Go to CASHNet". A note below the button states: "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](#)