

Navigating Your Student Payment Portal

Overview screen

After logging in you will default to the account Overview screen. Here you can:

1. View total balance due and available items to pay
2. Make a payment and view recent payments
3. Send payer invitation and provide other's the ability to make payments on your account

The screenshot shows the 'Overview' page for a student account. The page includes a navigation sidebar on the left with options: Overview, Make a Payment, Payments, and Sign Out. The main content area displays the account summary and balance.

Callouts:

- Overview:** Points to the 'Overview' link in the sidebar.
- Account Balance:** Points to the '\$303' balance displayed in the top right header.
- Send Payer:** Points to the 'Send a payer invitation' button in the 'Do you want help paying?' section.
- Make a Payment:** Points to the 'Make a payment' button at the bottom right of the page.

Account Summary Table:

Item	Amount
Account Balance (due 03/10/2020 for 202001)	\$152.00
Account Balance (due 03/17/2020 for 202001)	\$151.00
Balance	\$303.00
Minimum due	\$303.00

Available items: Account Balance \$303.00

Recent payments: No payment history. Some payments may not appear.

Profile screen

Access profile

The profile screen is accessed by clicking your name. Here, you can add or change saved payment information, and also send a payer invitation.

Delaware County
Community College

CASHNET TEST

Overview

Make a Payment

Payments

Sign Out

Ct

CASHNET TEST
Delaware County Community College

Basic information

Name	CASHNET TEST
Student ID	SUPPORT

Payment methods

+ Add payment method

Payers
Do you know someone that would like to help you pay? Invite them to have access to your account!

+ Send a payer invitation

Privacy & terms

Use of personal information [View](#)

Make a Payment screen

To make a payment, click the Make a Payment link on the navigation bar, or the button located at the bottom of your screen. You will be directed to the page shown below.

Pay full balance

The screenshot shows the 'Make a Payment' interface. On the left, a dark navigation bar contains the following items: 'CASHNET TEST', 'Overview', 'Make a Payment' (highlighted with a yellow callout box), 'Payments', and 'Sign Out'. The main content area has a header 'Pay amount' with three dots below it, and a status bar '2 items \$303 | Remaining due \$0'. Below this, the question 'How much would you like to pay?' is displayed. Two account balance sections are shown:

- Account Balance (due 03/10/2020 for 202001)**
Amount: \$152.00
Minimum \$152 | Maximum \$152
Balance \$152
- Account Balance (due 03/17/2020 for 202001)**
Amount: \$151.00
Minimum \$151 | Maximum \$151
Balance \$151

A small asterisk at the bottom left indicates '* Indicates required field'. A help icon is visible in the bottom right corner.

Payment plan payments

The system will default to select payment of all open items. At the top of your screen you will see the number of items selected. You can pay all or only one by clicking the next to the payment you do not want to make, and clicking Continue

Make a Payment

The screenshot shows a 'Pay amount' section at the top with a progress indicator. Below it, a dark bar displays '2 items \$303 | Remaining due \$0'. The main area is titled 'How much would you like to pay?' and contains two account balance cards. The first card is for 'Account Balance (due 03/10/2020 for 202001)' with an amount of '\$152.00' and a 'Balance \$152' bar. The second card is for 'Account Balance (due 03/17/2020 for 202001)' with an amount of '\$151.00' and a 'Balance \$151' bar. Each amount field has a small 'x' icon to its right. A yellow callout box labeled '# items selected' points to the '2 items \$303' text. Another yellow callout box labeled 'To remove future payment due, click here' points to the 'x' icon on the second account's amount field. At the bottom right, there are 'Cancel' and 'Continue' buttons. A small question mark icon is also present in the bottom right corner.

You will notice, the payment amount has been changed to \$0 and the top of your screen now shows 1 item selected. Click Continue.

Make a Payment

Pay amount

1 item \$152 | Remaining due \$151

items selected changes to 1

How much would you like to pay?

Account Balance (due 03/10/2020 for 202001)

Amount

Minimum \$152 | Maximum \$152

Balance \$152

Account Balance (due 03/17/2020 for 202001)

Amount

Minimum \$151 | Maximum \$151

Balance \$151

Payment amount is now \$0

* Indicates required field

Cancel Continue

On the next screen, choose how you want to pay and enter the payment information. You can save this payment information for future use, which can be modified under your profile.

Make a Payment

Payment method

How would you like to pay?

Payment amount
\$152

* Payment method
New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard VISA

* Card number

① Card number required

* Expiration date * Security code ①

* Zip/Postal code

Save card for future use

Secure encrypted payment

Cancel Continue

Payments screen

On the payment screen, you can view all your account payment history. You may also print a receipt by clicking the receipt number.

Date	Description	Receipt	Amount
5/30/13	Account Balance (201306)	#217160	\$6.50
5/20/13	Account Balance (201301)	#215296	\$45.00
5/6/13	Account Balance (201306)	#210983	\$140.00
4/25/13	Account Balance (FY1213)	#209380	\$26.00
4/4/13	Account Balance (201306)	#205620	\$312.00