INVITE OTHER PAYERS

Student Sign-In for CashNet

• Go to calvin.edu/students (student resources).
• Select “Student Billing & Payment Center” under the accounts and finances column.
• Log in using your Calvin username and password.
• Continue to the CashNet site.

Adding an Authorized User to Your Account

• Log into the CashNet site using the above steps.
• On the CashNet home screen, select “Send a payer invitation”.

• Complete the form on the following screen to set up your new authorized payee.
• After submitting this form, the user will receive an email containing their username, temporary password, and link to sign into the Student Billing and Payment Center.
Creating an Authorized User Account

• Once your student(s) have added you as an authorized user, you will receive an email with a website link, username, and temporary password.
  - Email will be sent from noreply@calvin.edu.
  - Subject line will be: “Student name has created an account for you at Calvin University”.
• Click or paste the website link into your browser and log in using the username and password provided in the email.
• Create a new password for your own authorized user CashNet account.

***If you have more than one student that you would like to pay for...

1. Have all of your students add you as an authorized user on their individual accounts. You will receive multiple emails and multiple log-ins.
2. Using only one of the emails from your students, log into your authorized user account and create a new password.
3. Once on the CashNet home screen, select “link to another student.”
4. Enter your username/Parent PIN and temporary password(s) from your other students’ invitation emails.

Scheduling Payments and Signing Up for a Payment Plan

• Requesting a payment plan and scheduling payments are two separate processes. Scheduling payments does not actually sign you up for a payment plan.
• To formally sign up for a payment plan you should visit the Financial Services website at calvin.edu/offices-services/financial-services/billing