

Instructions – Adding Authorized User/Payer

Login to the CASHNet eBill & ePayment site through Banner Self-Service (students)

Student must login to the [Web Information System](#).

- Click Student Services & Financial Aid
- Click Student Accounts
- Click e-Bills and e-Payments
- Click Connect to e-Bill and e-Payment

Click your name with the person icon on the left

Click the + Send a payer invitation

See below for next step

The screenshot displays the user interface of the CASHNet eBill & ePayment site. On the left, a dark sidebar contains the WPI logo and a navigation menu with icons and labels: Overview, Make a Payment, Transactions, Statements, and Sign Out. A red arrow points to a person icon at the top of this sidebar. The main content area features a user profile header with a circular profile picture placeholder and the text 'Worcester Polytechnic Institute'. Below this, there are sections for 'Basic information' (Name and Student ID, both redacted), 'Payment methods' (with a '+ Add payment method' link), and a highlighted yellow 'Payers' section. The 'Payers' section includes the text 'Do you know someone that would like to help you pay? Invite them to have access to your account!' and a list of payers, currently showing 'Barbara Pralle' with a pencil icon. Below the list is a '+ Send a payer invitation' link. At the bottom, the text 'Direct deposit refunds' is partially visible.

Complete the below information and then click send invitation – the person will receive an email with login instructions.



Profile



Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

Allow access to statements

Message to payer

Maximum 250 characters

Cancel

Send invitation