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
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]