**Make a Payment**

**Posting of Payments**

Payments will be immediately posted to the account.

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**Instructions:**

1. Either log in to My Akron as a student or log in as an authorized user.

2. You will be notified that you will be redirected to the CASHNet site. Click **Continue to CASHNet**.

   **NOTE:** For assistance with disabling pop-up blockers visit the [Software Training] web site.
Instructions:
3. From the main account page click the Make Payment link.

Notice the message indicating effective 12/15/08 students and parents may pay with a credit card through CASHNet. CASHNet accepts Master Card, Discover, and American Express, but NOT Visa.
Instructions:

4. Two links will appear for fees. The first Fees link displays the current fee charges. Selecting this link will automatically fill in the current fee charges as the payment amount. However, this amount can be modified to any amount. The second Fees link does not have any amount associated with it. Clicking this link will require the user to enter the amount they wish to pay. Click either Fees link.

Starting 12/15/08, students and parents who wish to pay tuition and fees with a credit card can do so seamlessly through CASHNet® Smartpay. CASHNet® accepts MasterCard, Discover and American Express, but not Visa.

CASHNet® assesses a 2.9% non refundable service charge on each credit card transaction. Electronic checks continue to be accepted with no service charge.

Your account currently has the following charges:

<table>
<thead>
<tr>
<th>Fees</th>
<th>4055.24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td></td>
</tr>
</tbody>
</table>
**Instructions:**

5. In this example we have selected the first **Fees** link. Notice the fee amount has been automatically entered. To change this amount click inside the “Amount to Pay” box and enter the payment amount.

6. Once the payment amount is correct click the **Add to basket** button.
Instructions:

7. In this example we will pay $100.00. The screen returns showing the amount we have specified to pay ($100.00). Click the **Submit Payment** button. If the amount is incorrect, click the **Edit** link and enter the correct amount.
Instructions:

8. If a payment has already been made to the account within the past 24 hours a warning message will appear to notify the user of the earlier payment. This is a safeguard to prevent multiple payments being made in error. The last payment date, time, and amount will be displayed.

9. If you still wish to make a payment click the box labeled “I understand that the payments listed above have been made and wish to proceed with this payment anyway”. You must select this button in order for the payment to be processed!

10. Click the Continue Checkout button.
Instructions:

11. Select the method of payment. CASHNet accepts the following methods of payment:

- MasterCard
- Discover
- American Express
- The University of Akron also offers Electronic checks at no charge (pay online with your personal check)

In this example, the student previously saved their checking account information (and named it “My Checking Account”.)

12. Once the payment method is selected, click Continue Checkout.
Instructions:

13. The following notice is displayed. Note that a service fee will be charged for using CASHNet® SMARTPAY credit card. Click the checkbox to acknowledge your acceptance of this fee.

14. Click **Continue Checkout** to continue the checkout process.

15. Click **Review Charges** to review your charges.

16. Click **Cancel my Transaction** to cancel the payment process.

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This site is owned and operated by CASHNet®.

*If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of $2.90.*

This charge is assessed by CASHNet®. Service charges are included in your transaction and are paid directly to CASHNet®. Service Charges are non-refundable.

☐ I acknowledge that I have read and accept the [terms and conditions](#) of the CASHNet® User Agreement and

I understand that my transaction includes a non-refundable service charge of $2.90

for the use of CASHNet® SmartPay.

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For questions about your student account, please call the Office of Student Accounts at (330) 972-5100.

For technical assistance, please contact the [Computing Help Desk](#).
**Instructions:**

17. Enter the requested account information.

   If you wish to save the credit card information to use for future payments, select a name for the payment method (for example, My MasterCard). Remember, no other users will have access to this information.

18. Click the **Continue Checkout** button.
Instructions:

19. You will be asked to verify the information. Click the "Submit Payment" button to process the payment.

Starting 12/15/08, students and parents who wish to pay tuition and fees with a credit card can do so seamlessly through CASHNet® Smartpay. CASHNet® accepts Master Card, Discover and American Express, but not Visa.

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CASHNet® assesses a 2.9% non refundable service charge on each credit card transaction. Electronic checks continue to be accepted with no service charge.

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

<table>
<thead>
<tr>
<th>Items selected</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fees</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>$100.00</td>
</tr>
<tr>
<td>Service Charge</td>
<td>$2.90</td>
</tr>
<tr>
<td>Total Amount</td>
<td>$102.90</td>
</tr>
</tbody>
</table>

Payment Information

<table>
<thead>
<tr>
<th>Credit Card Number:</th>
<th>XXXXXXXXXX00005454</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiration Date:</td>
<td>1208</td>
</tr>
<tr>
<td>Cardholder Name:</td>
<td>Joe Student</td>
</tr>
<tr>
<td>Address:</td>
<td>100 Main Street</td>
</tr>
<tr>
<td>City:</td>
<td>Akron</td>
</tr>
<tr>
<td>State/Province/Region:</td>
<td>OH</td>
</tr>
<tr>
<td>Zip/Postal Code:</td>
<td>44325</td>
</tr>
<tr>
<td>Country:</td>
<td>United States</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:noname@uakron.edu">noname@uakron.edu</a></td>
</tr>
</tbody>
</table>

Submit Payment
Instructions:

20. You should receive a “Transaction Approved” message. Note that a copy of the receipt will automatically be emailed to you (provided a valid email address has been supplied).

21. To print a receipt click the View Printable Receipt button.

22. To email another copy of the receipt click the Email Another Receipt button.

Transaction Approved

Receipt Number: 3439
Customer: BEAN, NANCY E
Web 11/14/2008

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>100.00</td>
</tr>
<tr>
<td>Service Fee</td>
<td>2.90</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>102.90</strong></td>
</tr>
</tbody>
</table>

Payments Received

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASHNET SMARTPAY AKRON 102.90</td>
</tr>
<tr>
<td>MasterCard XXXXXXXX00005494</td>
</tr>
<tr>
<td>Authorization # TEST39</td>
</tr>
<tr>
<td><strong>Total</strong> 102.90</td>
</tr>
</tbody>
</table>

Thank you for your payment.

Your receipt has been emailed to noname@uakron.edu

View Printable Receipt
Instructions:

23. If you wish to return to the account page click the **Your Account** link.

24. Make sure to log out of the system by clicking the **Sign Out** link when finished.

If you have questions about this process, contact Student Accounts at:  
[cashier@uakron.edu](mailto:cashier@uakron.edu)