

CASHNet Parent PIN / Authorized Payer Instructions

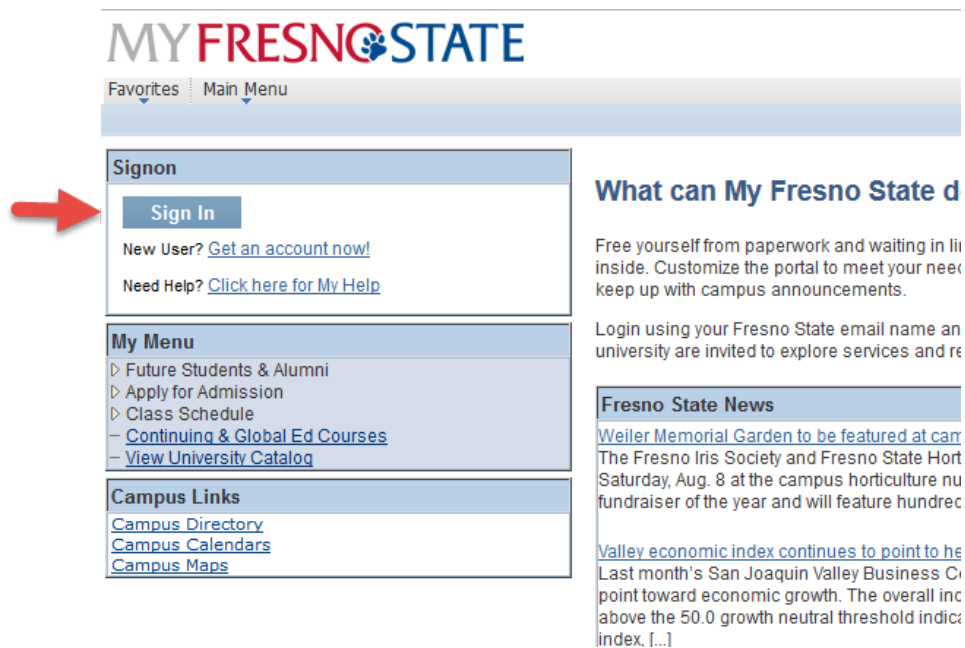
Students can create a Parent PIN/Authorized Payer Account allowing a parent, guardian, or other designated person to access their CASHNet Online Account information and make a payment to a student's account.

Terms of Use

Parent PIN/Authorized Payer accounts must be authorized by the student. Student information is protected by the Family Educational Rights and Privacy Act (FERPA) and **students may restrict or revoke access to their student records at any time.**

Students- How to Create a Parent PIN:

1. Go to <https://my.fresnostate.edu> and "Sign In":



The screenshot shows the My Fresno State website interface. At the top, the logo "MY FRESNO STATE" is displayed with a paw print icon. Below the logo are navigation links for "Favorites" and "Main Menu". The main content area is divided into several sections:

- Signon**: A section with a "Sign In" button highlighted by a red arrow. Below the button are links for "New User? Get an account now!" and "Need Help? Click here for My Help".
- My Menu**: A section with a list of links: "Future Students & Alumni", "Apply for Admission", "Class Schedule", "Continuing & Global Ed Courses", and "View University Catalog".
- Campus Links**: A section with links for "Campus Directory", "Campus Calendars", and "Campus Maps".
- What can My Fresno State do**: A section with text: "Free yourself from paperwork and waiting in line inside. Customize the portal to meet your needs. Keep up with campus announcements." and "Login using your Fresno State email name and university are invited to explore services and resources".
- Fresno State News**: A section with two news items: "Weiler Memorial Garden to be featured at carnival" and "Valley economic index continues to point to high".

2. Sign In:

FRESNO STATE
Discovery. Diversity. Distinction.

Go

Campus Login Services

Username:	<input type="text"/>
Password:	<input type="password"/> (forgot my password)
<input type="button" value="Login"/>	

Need an Account?

Faculty and Staff: Request your Fresno State email account now to gain access to email, calendaring, My Fresno State, Blackboard, Wi-Fi access, and services only available to employees. Once you have your employee account, you can optionally sign up for a student account here.

3. Go to "Student Self Service":

Student Self Service	Student Support

4. Select "My Finances":

PLEASE NOTE: Due to pending updates to state and local public health guidelines regarding COVID-19 directives from the CSU Chancellor's office, please note that the Fall 2021 schedule is tentative and subject to revisions in regards to course modality over the next few weeks and months based upon our final campus priorities. This tentative schedule prioritizes student success as well as the safety and well-being of our campus community. This tentative schedule includes person courses, hybrid courses, and online courses (DGTCAMP).

Please check back frequently to review your chosen Fall 2021 classes for any changes prior to the start of classes on August 23, 2021.

Click on each green arrow to expand the desired information.

The screenshot shows a vertical navigation menu with four items, each with a green arrow icon on the left:

- My Academic Records & Registration
- My Admissions and Program Applications
- My Finances (Financial Obligations and Financial Aid)
- My Personal Information

To the right of the menu are several dropdown menus, including one labeled 'S' and another with options 'Imp', 'None', 'To D', 'None', and 'Enr'.

5. Click on "View eBill/Make a Payment":

The screenshot shows the 'My Finances (Financial Obligations and Financial Aid)' page. It includes a 'My Account' section with links for 'Account Inquiry' and 'View 1098-T'. Below that is a 'Financial Aid' section with links for 'View Financial Aid' and 'Accept/Decline Awards'. A dropdown menu is set to 'other financial...'. A large block of text explains that the CSU makes every effort to keep student costs to a minimum and that fees may increase when public funding is inadequate. At the bottom of this text are two yellow buttons: 'To View Your Account Click Here' and 'View eBills/Make a Payment'. A red arrow points to the 'View eBills/Make a Payment' button. Below the text is a 'My Personal Information' navigation bar.

6. Click on “Send a payer invitaion” in the center icon “Do you want help paying?”:

summary


You do not have any outstanding charges at this time.


Available items

Parking Permit

This receipt is your temporary parking permit...

Your Student Account




Do you want help paying?
Do you know someone that would like to help you pay? Invite them to have access to your account!
[Send a payer invitation](#)

7. Input the payer information.

8. You can allow the payee to view your statements by clicking on the “Payer Access”. Please note, this is not required. Clicking this button will allow the person you designate to view all of your eBills/Statements in addition to making a payment. Instructions on how to remove that access are at the end of this document.

Overview



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

9. Click on "Send Invitation":

* First name

* Last name

* Email address


* Confirm email address

Payer access

Allow access to statements

Message to payer

Maximum 250 characters



10. Green check mark indicates request has been successfully submitted.

Payer Invitation



Success! An invitation has been sent to [redacted]

Access your profile page to edit existing payers or invite new payers.

Invite another payer

11. To make changes to the payer, please click on “My Account”:

The screenshot shows a user interface for California State University-Fresno. At the top left is the university's logo. Below it is a dark navigation menu with several options: 'My Account' (highlighted with a red arrow), 'Overview', 'Make a Payment', 'Transactions', 'Statements', and 'Sign Out'. To the right of the menu is a header area with the text 'Overview' and 'California State University-Fresno'. Below the header is a 'Summary' section with the text 'You do not have any outstanding charges at this time.' and an 'Available items' section below that.


12. Under “Payers” you can edit the payee by clicking on the pencil to the right.

Name

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](#)

Contact information

Email address


13. To add another payee click on "Send a payer invitation":

Name

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](#)

Contact information

Email address

Access to View Statements:

As the student you are able to give access to the payee to view your statements. (Optional)

If you authorize the payee to be able to view your statements this is what their screen should look like:

The screenshot shows the 'Overview' page for a student at California State University-Fresno. The page includes a navigation sidebar on the left with options: My Account, Overview, Make a Payment, Transactions, Statements, and Sign Out. The main content area shows the student's name, a balance of \$0, and a 'View statements' link highlighted by a red arrow. Below this is a 'Summary' section stating 'You do not have any outstanding charges at this time.' The 'Available items' section contains two cards: 'Parking Permit' and 'Your Student Account'. The 'Recent transactions' section displays a table with two entries:

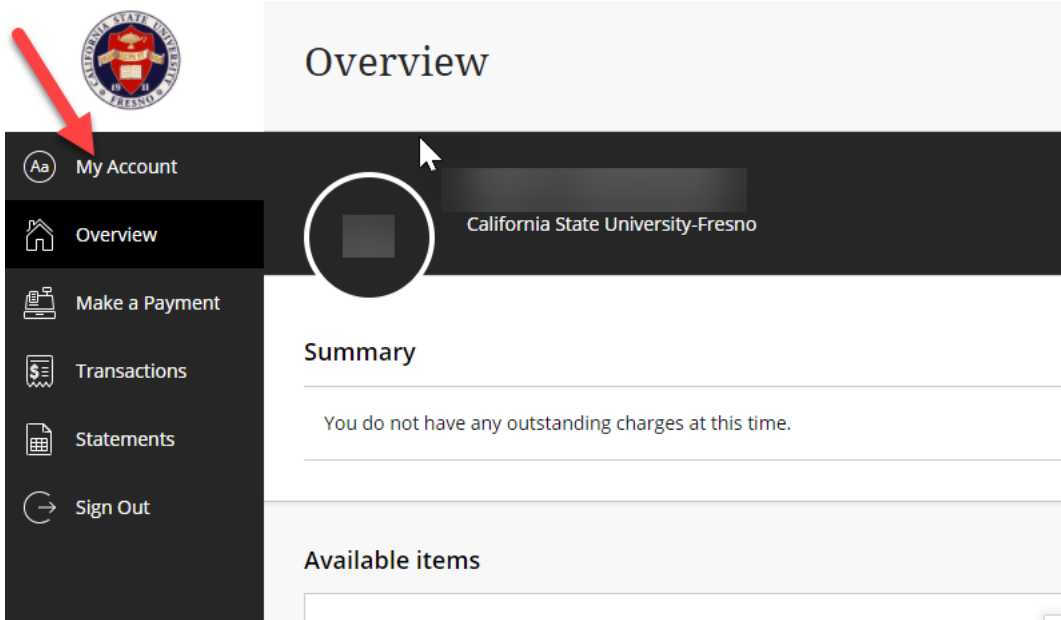
Date	Description	Receipt	Amount
2/1/21	Pmt-Diploma Fee/PBac (Spring) ±1		\$35.00
1/8/21	Payment-General		\$21.00

A 'Make a payment' button is located at the bottom right of the page.

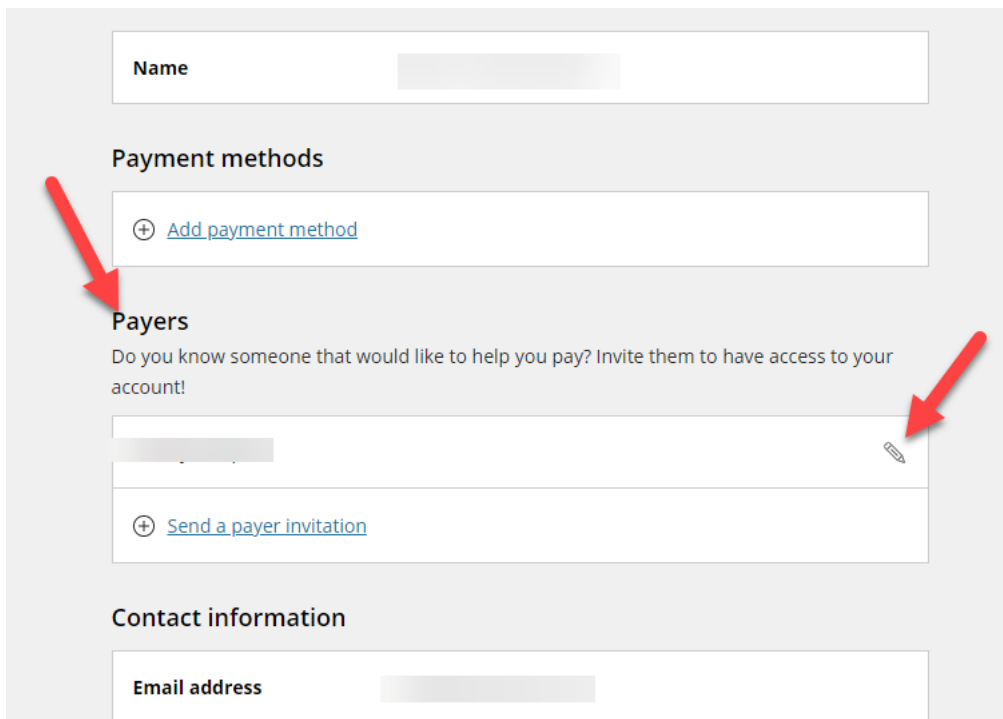
If you remove the authorization to “View statements” this is what the payee screen will look like once it has been removed.

This screenshot shows the 'Overview' page after the 'View statements' link has been removed. The layout is identical to the previous screenshot, but the 'View statements' link is no longer present in the 'Summary' section. The 'Recent transactions' table and 'Available items' section remain the same.

As the student you can always edit a payer's access to view statements. To edit their access, click on "My account."



Edit the payer's access under the payers section and click on the payee you wish to edit.



Under the payee you can check or uncheck the box next to “Allow access to statements”:

My Account

Payers

Payer information

Name
[Redacted]

Email address
[Redacted]


Payer access

Allow access to statements

Remove payer

Resend payer invitation

This will also reset the payer's password.



Parents (Authorized Payer): How to Use Your Parent PIN

1. You should have received an email indicating an account has been created for you.

[Redacted] has created an account for you at California State University-Fresno

do.not.reply@csufresno.edu

to me ▾

[Redacted] has created an account for you at California State University-Fresno.

Your new login information is:

Parent PIN: [Redacted]

Password: [Redacted]

To access the account, please click the link below.

https://commerce.cashnet.com/FRESNO_PROD_WEB?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)

2. Click on the link provided to access the account.

[Redacted] has created an account for you at California State University-Fresno

do.not.reply@csufresno.edu

to me ▾

[Redacted] has created an account for you at California State University-Fresno.

Your new login information is:

Parent PIN: [Redacted]

Password: [Redacted]

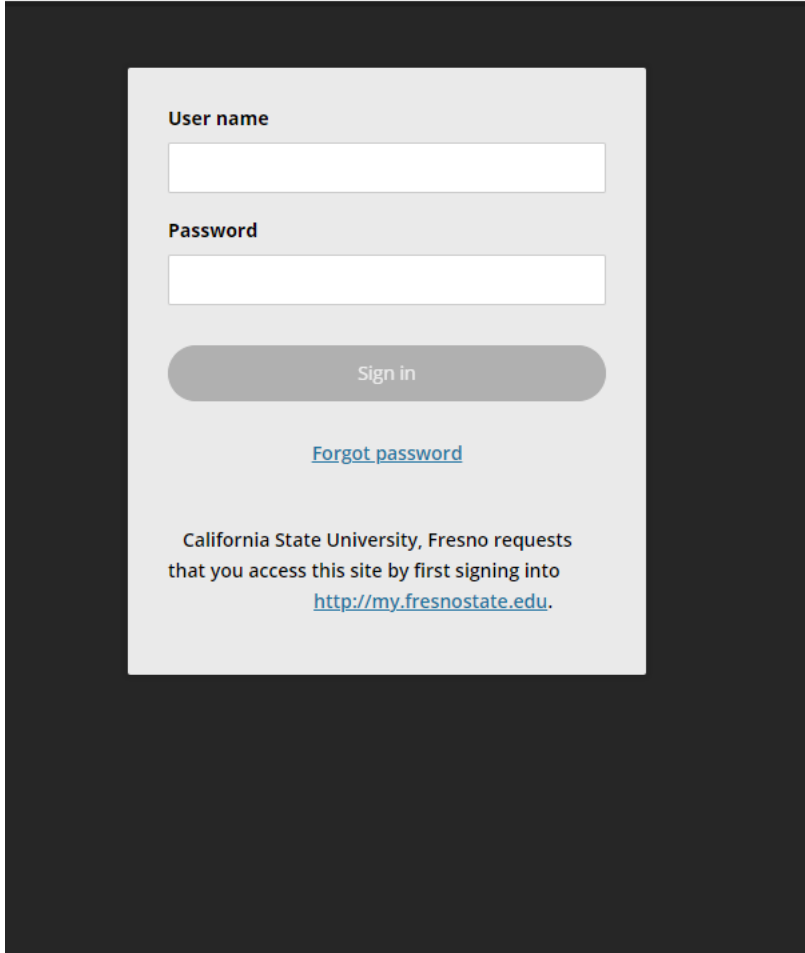
To access the account, please click the link below.

https://commerce.cashnet.com/FRESNO_PROD_WEB?LT=P

(If clicking the link does not work, please copy and paste the information into your browser.)



3. It will direct you to a log in screen. The log in credentials are in the initial email under Parent PIN and Password. Parent PIN is the username.



4. The System will ask you to create a new password:

Create a new password

*** Password**

At least 8 characters, with 3 letters, and 2 non-letters

*** Confirm password**

Email me about this student's...

Statements

5. You are now in the student's account overview which allows you to "Make a payment" or "View statements" (If applicable):

Overview

My Account

California State University-Fresno

Balance \$0

Student

Summary

You do not have any outstanding charges at this time.

Available items

Parking Permit
This receipt is your temporary parking permit...

Your Student Account

Recent transactions

Date	Description	Receipt	Amount
2/1/21	Pmt-Diploma Fee/PBac (Spring) ±1		\$35.00
1/8/21	Payment-General		\$21.00

Make a payment