

How to Add a Payer in CASHNet

You have the option of adding a payer to your student account. By adding a payer, you allow a person to make payments as well as view bills, payment plans and billing history.

To add a payer follow these steps:

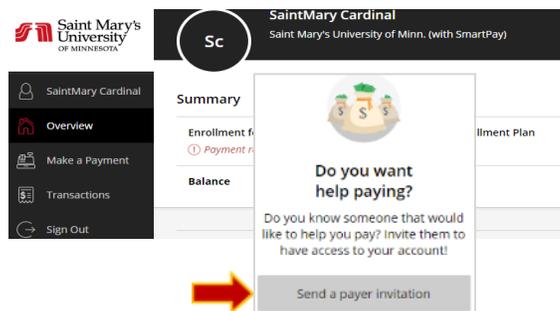
1. Log in to the Nest using your SMU username and password. On the home page, click on **Finances > Go to CASHNet**

CASHNet My Account Info

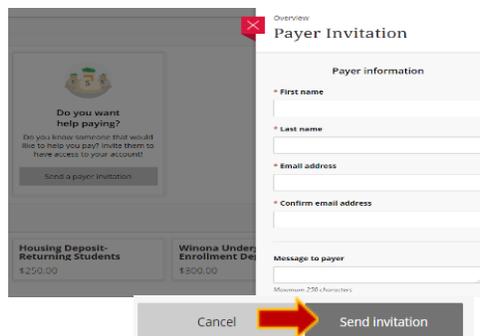
Pay or Set Up Payment Plans Using CASHNet



2. On the overview page of CASHNet, scroll down and click on the button that reads **Send a payer invitation.**



3. Enter the payer's first and last name and email address. Then, click **Send Invitation.**



4. Have the requested payer check their email. They will receive a PIN, password and a link to CashNet.

If you have any questions or concerns, please contact Cardinal Central at 507-457-6655, email us at cardinalcentral@smumn.edu or stop by Monday-Friday from 8:00am-4:30pm.

