

BUSINESS OFFICE Accounts Receivable & Collections How To: Add a Payer

STUDENT

Step 1: Log in to MyHPU. On the left menu, expand <u>Student Services</u>, then click on <u>View and Pay eBill</u>.

Step 2: You should now be in the Cashnet site. Expand the menu in the top left and click on <u>My Account.</u>





Step 3: Scroll down to the Payers section, and click on the <u>Send a payer invitation</u> link.

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Step 4: Fill out the information requested, then click <u>Send invitation</u>. The payer should now be added to the list of payers.

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Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

Sharky's Parent	
Send a payer invitation	



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PAYER

Step 1: Check your email and open the email from <u>ar@hpu.edu</u>.

NOTE: If you do not see the email, please check your spam/junk email folder and be sure to mark <u>ar@hpu.edu</u> as a safe contact for future emails.

has created an account for you at Hawaii Pacific University
ar@hpu.edu to me ▼ has created an account for you at Hawaii Pacific University.
custom message from student goes here
Your new login information is:
Parent PIN: Password:
To access the account, please click the link below.
https://commerce.cashnet.com/hpupay?LT=P
(If clicking the link does not work, please copy and paste the information into your browser.)

Step 2: Follow the instructions in the email to access your account and change your password.

A HAWAI'I	
User name	Create a new password * Password
Password	At least 8 characters, with 3 letters, and 2 non-letters * Confirm password
Forgot password	Email me about this student's
	Continue

Congratulations! You are now set up as a Payer. You will have access to your student's account activity and be able to make payments, set up a payment plan, and view monthly eBill statements (if allowed by the student).