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

STUDENT

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

**Step 2:** You should now be in the Cashnet site. Expand the menu in the top left and click on My Account.
**Step 3:** Scroll down to the Payers section, and click on the **Send a payer invitation** link.

**Step 4:** Fill out the information requested, then click **Send invitation**. The payer should now be added to the list of payers.
How To: Add a Payer

PAYER

Step 1: Check your email and open the email from ar@hpu.edu.
NOTE: If you do not see the email, please check your spam/junk email folder and be sure to mark ar@hpu.edu as a safe contact for future emails.

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

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).