

# FREQUENTLY ASKED QUESTIONS

## CASHNet

### How to login to CASHNet

- Go to [insidecbu.calbaptist.edu](https://insidecbu.calbaptist.edu) and login using your student ID and password (you will see your name in the top left corner)
- Click on "Student Accounts" tab
- Under "CASHNet Payment and Payment Plans" box click on the "Go to CASHNet" link

### How to make a One-Time Payment

- On the CASHNet homepage, go to "Click here to make a payment"
- Click on "Student Account Payment" and enter the payment amount and select the semester to apply the payment
- Click "Add to Shopping Cart" then "Checkout"
- Select method of payment (credit card, bank payment) and submit payment

### How to set-up an Automatic Monthly Payment Plan

- On the CASHNet homepage, go to "Semester Payment Plans" and select the appropriate "Enroll in a payment plan" link (5<sup>th</sup> or 15<sup>th</sup>)
- Enter the total dollar amount of your plan
- Review the payment schedule then click "I Agree" and "Accept"
- Select method of payment (credit card or bank account) for \$35 enrollment fee, then click "continue"
- Select option for automatic monthly installment payments, then provide method of payment (credit card or bank account)
- Review your information and submit your payment plan. You will receive a confirmation email that the plan is activated
- Note: if you do not to setup automatic payments, please refer to the [Installment Payment instructions](#)
- below

### How to make an Installment Payment prior to the Scheduled Payment Date (5<sup>th</sup> or 15<sup>th</sup>)

- On the CASHNet homepage, go to "Click here to make a payment"
- Add any late fees to your cart if applicable
- Click "Installment Payment"
- Be sure to select "Installment Payment" to avoid making a payment outside of the payment plan.
- Click "Add to Shopping Cart" then "Checkout"
- Select method of payment (credit card, bank payment) and Submit payment. It will post immediately to your account.

### How to Change Payment Information or Setup Automatic Monthly Payments

- On the CASHNet homepage under "Scheduled Payments" select the link that applies:
  - To setup automatic monthly payments select "Due 5<sup>th</sup>/15<sup>th</sup> - Enroll in [Semester](#) Auto Payment Plan"
  - To change the payment method for your automatic payments select "[Semester](#) – 5<sup>th</sup>/15<sup>th</sup> due date"
- Follow prompts to verify your personal information
- Verify the method of payment is correct for auto payment and click "Submit Changes"
- Please note, if your payment is past due use the Installment Payment instructions to make a payment.

### How to make a Payment without a Password

- Go to [insidecbu.calbaptist.edu](https://insidecbu.calbaptist.edu) > Student Accounts tab
- Click "Go to CASHNet" then "Click here to login if you know the Login (student ID) but do not have the Password"
- Enter student ID number and last name
- Click "Student Account Payment" and enter the payment amount
- Click "Add to Shopping Cart" then "Checkout"
- Select method of payment (credit card, bank payment)
- Submit payment

### How to pay the Housing Reservation fee

- On the CASHNet homepage, go to "Click here to make a payment"
- Select "Housing Reservation Fee"
- Click "Add to Shopping Cart then "Checkout"
- Select method of payment (credit card, bank payment, saved method) and submit payment

### How to assign a CASHNet Parent PIN

- On the CASHNet homepage under "Parents PINs" click "Add New"
- Create a 5 digit Authorized user ID using letters or numbers
- Provide requested information for the Authorized User and indicate what access they have, then click "OK"
- An email with the ID number and a temporary password will be sent to your Authorized User

### How to Login to CASHNet using a Parent PIN

- Go to <https://commerce.cashnet.com/calbaptistpay>
- Enter the parent PIN and password.
- The Authorized User can make a One-Time Payment or set-up an Automatic Monthly Payment Plan.