

FREQUENTLY ASKED QUESTIONS

CASHNet

How to login to CASHNet

- Go to insidecbu.calbaptist.edu
- Login to InsideCBU using your student ID and password
- If you have successfully logged in, you will see your name in the top left corner
- Click on the "Student Accounts" tab
- Go to the "CASHNet Payment & Payment Plans" box on the right
- Click on the "Go to CASHNet" link

How to make a One-Time Payment

- Click on the "Make a Payment" link on the left-hand side
- Click on "Student Account Payment"
- Enter the payment amount and select the appropriate semester
- Click "Add to Shopping Cart"
- Click "Checkout"
- Select method of payment (credit card, bank payment)
- Click on "Continue Checkout" and "I Agree" to the terms
- Review and Submit payment

How to set-up an Automatic Monthly Payment Plan

- Go to the "Semester Payment Plans" box
- Click on the appropriate "Enroll in a payment plan" link based on when you want to make your monthly payments (5th or 20th)
- Enter the total amount you want to pay in 4 monthly installments
- Review your payment schedule and click on "I Agree" and "Accept"
- Enter your birthdate and phone number in the listed format
- Select a method of payment (credit card or bank payment) to cover the \$35 enrollment fee, then click "continue" then "submit"
- Select a method of payment for covering the automatic monthly installment payments, then click "continue"
- Review your information and submit your payment plan
- An email will be sent to confirm the plan is activated and CBU has been notified

How to make an Installment Payment prior to the Scheduled Payment Date (5th or 20th)

- Click on "Click here to make a payment" link
- If you have any late fees, you must add those to your cart first
- Click on "Installment Payment" at the top of the list
- Be sure to select "Installment Payment" to avoid making a payment outside of the payment plan
- Click "Add to Shopping Cart"
- Click "Checkout"
- Select method of payment (credit card, bank payment)
- Submit payment. It will post immediately to your Student Account.

How to Change Payment Information, Update an Expired Credit Card, or Reactivate the Payment Plan

- In the "Scheduled Payment Box"
- Select the current Payment Plan link listed
- To reactivate payment plans, you must select "Enroll in Payment Plan" under the Scheduled Payments Box
- Follow the prompts to verify your information
- To edit your current payment method, click on "Edit" next to the account listed at the top, then press "Continue"
- To switch your payment method to a saved account, select "Use for Auto Payment", then press "Continue"
- To add a new account, select "Credit Card" or "Electronic Check", then press "Continue"
- Follow the prompts to review your selection then click on "Submit Changes"
- You will receive a message that you are now enrolled in the auto payment plan
- Please note, if your payment is past due, you must make an installment payment. See Installment Payment instructions

How to make a Payment without a Password

- Go to insidecbu.calbaptist.edu
- Click on the "Student Accounts" tab
- Click on the "Go to CASHNet" link
- Select "Click here if you know the Login (student ID) but do not have the Password"
- Enter student ID number and last name, then hit Login
- Click on "Student Account Payment"
- Enter the payment amount and select the appropriate semester
- Click "Add to Shopping Cart"
- Click "Checkout"
- Select method of payment (credit card, bank payment)
- Submit payment

How to pay the Housing Reservation Fee

- Click on the "Make a Payment" link on the left-hand side
- Click on "Housing Reservation Fee"
- Click on add to shopping cart, check out and follow the prompts to submit payment. You will receive a response if payment was accepted

How to assign a CASHNet Parent PIN

- Go to the "Parents PINs" box
- Click on "Add New"
- Follow the prompts to create a 5 digit Authorized user ID using letters or numbers
- 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
- Once on CASHNet, the Authorized User can make a One-Time Payment or set-up an Automatic Monthly Payment Plan