

# FREQUENTLY ASKED QUESTIONS

## CASHNet

### How to login to CASHNet

- Go to [insidecbu.calbaptist.edu](http://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 and Payment Plans" box on the right
- Click on the "Go to CASHNet" link

### How to make a One-Time Payment

- Click on "Click here to make a payment" link
- Click on "Student Account Payment" and enter the payment amount and select the semester you wish to apply the payment
- Click "Add to Shopping Cart"
- Click "Checkout"
- Select method of payment (credit card, bank payment)
- Submit payment.

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

- Login to InsideCBU using your ID and password
- On the Student Accounts tab, click on the green "Go to CASHNet" link
- 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 (5<sup>th</sup> or 20<sup>th</sup>)
- Enter the total dollar amount of your plan
- CASHNet will divide the total amount into 4 equal installments and provide a payment schedule for review, then click on "I Agree" and "Accept"
- Select a method of payment (credit card or bank payment) to cover the \$35 enrollment fee, then click "continue"
- Select a method of payment for covering the automatic monthly installment payments
- Once finished, review your information and submit your payment plan
- A confirmation email will be sent to confirm the plan is activated

### How to make an Installment Payment prior to the Scheduled Payment Date (5<sup>th</sup> or 20<sup>th</sup>)

- 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"
- **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

- On the main CASHNet page, go to the "Scheduled Payment" box
- Click on the link listed in this box: "Enroll in Semester Auto Payment Plan" OR "Semester – 5<sup>th</sup>/20<sup>th</sup> due date"
- Follow the prompts to verify your information
- Verify the method of payment is correct for auto payment
- 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](http://insidecbu.calbaptist.edu)
- Click on the "Student Accounts" tab
- Click on the "Go to CASHNet" link
- Go to "Click here to login if you know the Login (student ID) but do not have the Password".
- Enter student ID number and last name, then hit Enter.
- Click on "Student Account Payment" and enter the payment amount.
- Click "Add to Shopping Cart"
- Go to "Checkout"
- Select method of payment (credit card, bank payment)
- Submit payment.

### How to pay the Housing Reservation fee

- Click on "Click here to make a payment"
- Click on "housing reservation"
- Click on add to shopping cart, check out and follow the prompts. You will be asked to enter a new credit card, electronic check or if you saved your payment information it will be listed. 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"
- Create a 5 digit Authorized user ID using letters or numbers
- Provide additional requested information regarding your Authorized user and indicate what access they have.
- Click "OK".
- An email with the ID number and a temporary password will be sent to your Authorized user.
- The link they will use to access CASHNet is <https://commerce.cashnet.com/calbaptistpay>

### 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.