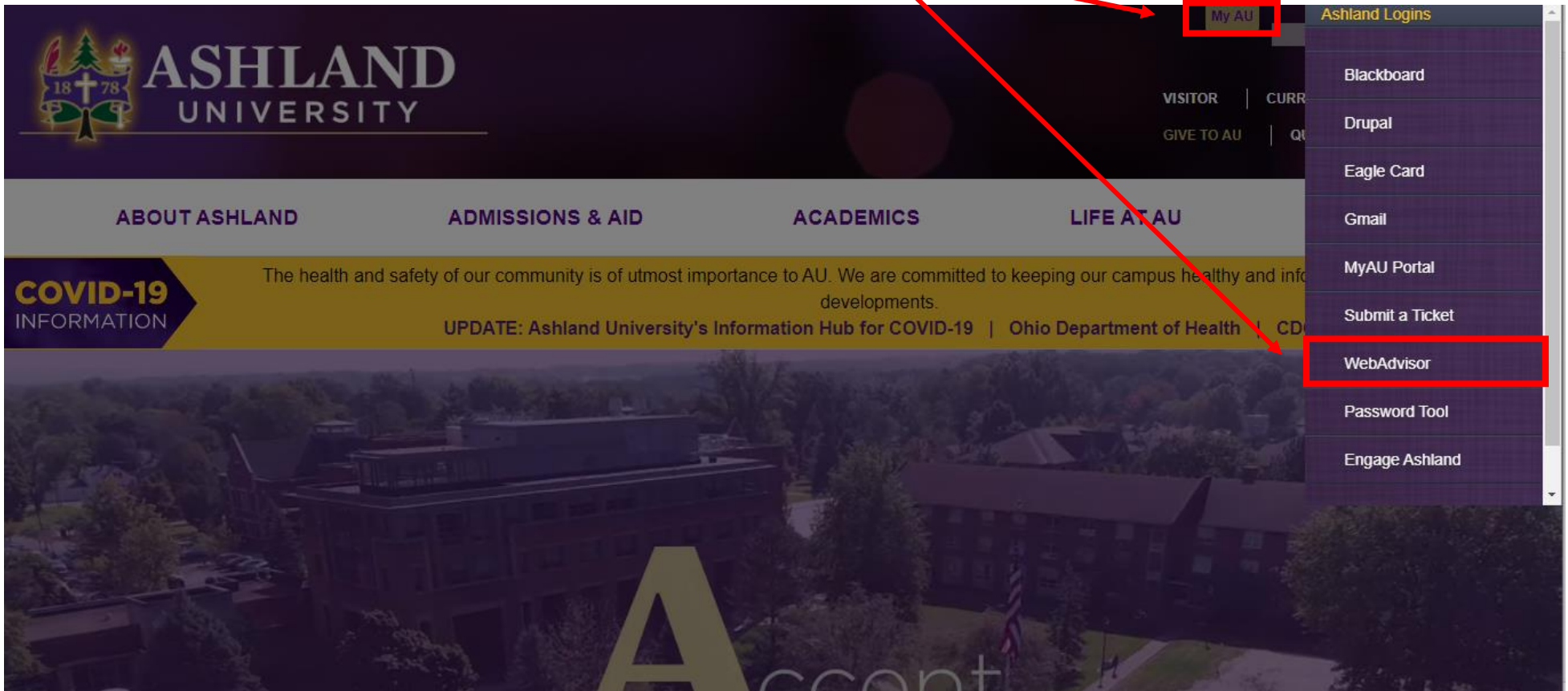


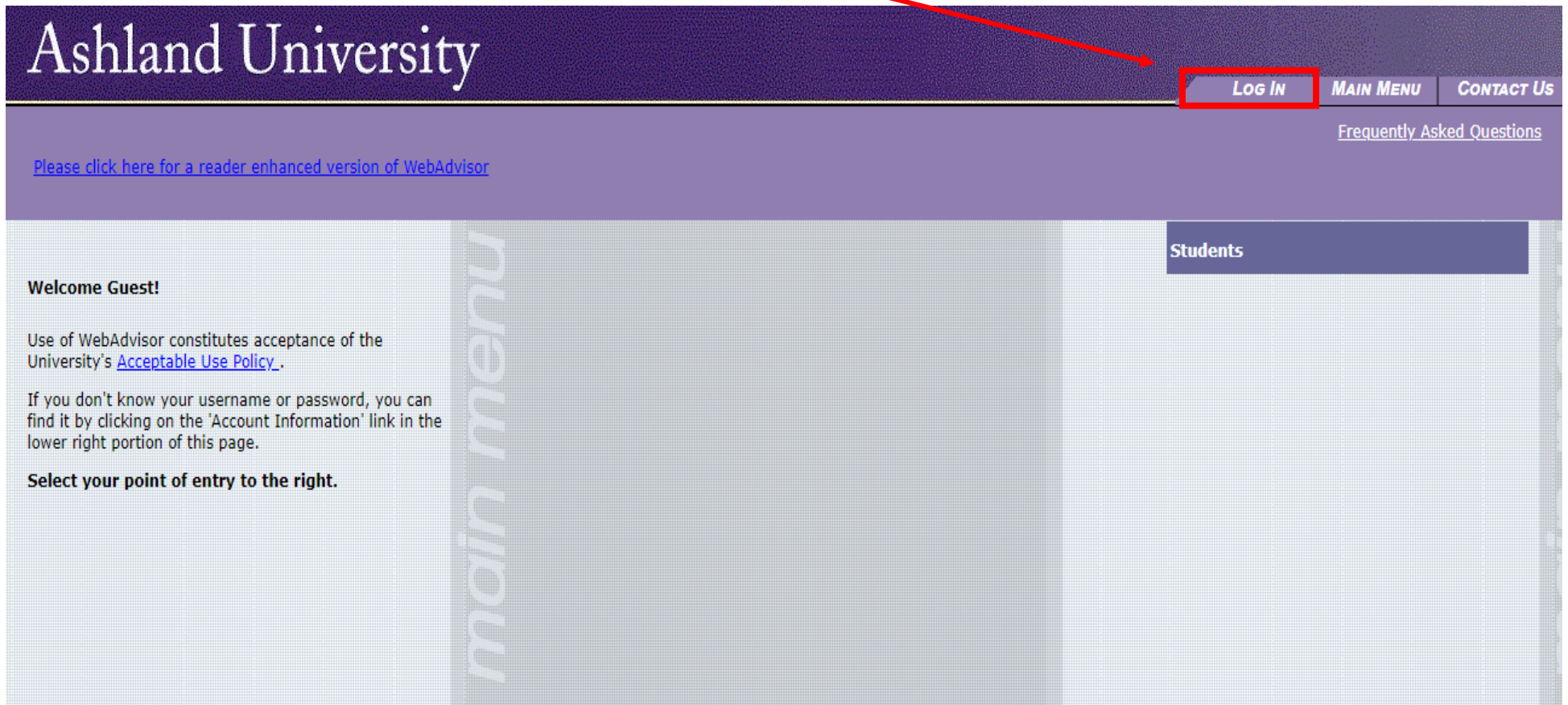
## Adding a Third-Party Payer to CashNet

Step 1: Go to [www.Ashland.edu](http://www.Ashland.edu). Select My AU and click on WebAdvisor.



The screenshot displays the Ashland University website header. The Ashland University logo is on the left. The navigation menu includes 'ABOUT ASHLAND', 'ADMISSIONS & AID', 'ACADEMICS', and 'LIFE AT AU'. A 'COVID-19 INFORMATION' banner is visible. The 'My AU' dropdown menu is open, showing options: Blackboard, Drupal, Eagle Card, Gmail, MyAU Portal, Submit a Ticket, WebAdvisor (highlighted with a red box), Password Tool, and Engage Ashland. A red arrow points from the 'My AU' button to the 'WebAdvisor' option.

Step 2: Click on Log In and enter in your login credentials. On the next page click on Students.



Ashland University

[LOG IN](#) [MAIN MENU](#) [CONTACT US](#)

[Frequently Asked Questions](#)

[Please click here for a reader enhanced version of WebAdvisor](#)

**Welcome Guest!**

Use of WebAdvisor constitutes acceptance of the University's [Acceptable Use Policy](#).

If you don't know your username or password, you can find it by clicking on the 'Account Information' link in the lower right portion of this page.

**Select your point of entry to the right.**

*main menu*

**Students**

[Please click here for a reader enhanced version of WebAdvisor](#)

## Welcome

Use of WebAdvisor constitutes acceptance of the University's [Acceptable Use Policy](#).

If you don't know your username or password, you can find it by clicking on the 'Account Information' link in the lower right portion of this page.

**Select your point of entry to the right.**

main menu

[Students](#)[Faculty](#)[Employees](#)[Advisors](#)[Self-Service](#)

Step 3: Under Student Financial Information, click on View Account and Make Payment.

## CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome Kirsten Taylor!

The following links may display confidential information.

### User Account

[User Profile](#)  
[What's my login information](#)  
[Change/Reset my password](#)

### Student Financial Information

[View Account and Make Payment](#)  
[View My FAFSA Information](#)  
[Seminary Account Statement](#)  
[View My 1098-T Forms](#)

### Financial Aid

[Financial Aid Checklist](#)  
[Financial Aid Award Letter](#)  
[Undergraduate - Terms of Agreement](#)  
[My Financial Aid Forms](#)  
[Undergraduate - Complete Loan Process](#)  
[Graduate, Bach+ & Seminary - Complete Loan Process](#)  
[Financial Aid Shopping Sheet](#)

### Registration

[Search for Sections](#)  
[Register for Sections](#)  
[Manage My Waitlist](#)  
[Registrars On-Line Documents](#)

### Academic Profile

[Grades](#)  
[Transcript](#)  
[Program Evaluation](#)  
[Test Summary](#)  
[My class schedule](#)  
[My profile](#)  
[Apply for Graduation](#)  
[Grade Report \(Printable\)](#)  
[Transcript Request](#)  
[Enrollment Verification \(see form\)](#)

### Employee Profile

[Position Summary](#)  
[Leave Plan Summary](#)  
[Leave Request Online](#)  
[My Stipends](#)  
[View my employment action history](#)  
[Total Compensation](#)  
[Self Service Earn Statements](#)  
[Tax Information](#)

Step 4: Click on To continue, click here. Do not click OK, that will take you back to the homepage of WebAdvisor.

Ashland University

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

CURRENT STUDENTS | Welcome Kirsten Taylor!

### CASHNet Payment Portal

[To continue, click here.](#)

OK

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT Us

WebAdvisor<sup>3.2</sup>  
POWERED BY ellucian

Step 5: Click on the icon on the left-hand side of the screen.

The screenshot displays the Ashland University student portal interface. At the top left, the Ashland University logo is visible. The main header area contains the word "Overview" and a notification bell icon. Below the header is a dark navigation bar with a profile icon highlighted by a red box and a red arrow pointing to it. The navigation bar also includes a home icon, "Overview", "Activity Details", "Make a Payment", "Payments", "Statements", and "Sign Out". To the right of the navigation bar, the user's name "Kt" and "Ashland University" are displayed, along with the account balance "Balance \$0". Below the navigation bar, the "Summary" section is visible, containing the text "Your account does not currently have any outstanding charges." and a "View statements" link. At the bottom right, there is a "View activity details" button. The bottom of the screen shows a partial view of a card with a money bag icon.

Step 6: Click on Send a payer invitation.

The screenshot displays the Ashland University student portal interface. On the left is a dark sidebar with the university logo and navigation menu items: Overview, Activity Details, Make a Payment, Payments, Statements, and Sign Out. The main content area is light gray and contains several sections: 'Name' and 'Student ID' input fields; 'Payment methods' with an 'Add payment method' link; 'Payers' section with a 'Send a payer invitation' link highlighted by a red box; 'Contact information' with an 'Email address' input field; and 'SMS notifications' with an empty input field.

**ASHLAND UNIVERSITY**

Overview  
Activity Details  
Make a Payment  
Payments  
Statements  
Sign Out

**Name**

**Student ID**

**Payment methods**

+ [Add payment method](#)

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

+ [Send a payer invitation](#)

**Contact information**

**Email address**

**SMS notifications**

Step 7: Enter the required information and click on Send Invitation. They will then receive an email notification stating that you have created an account for them to access your CashNet account. They will want to login with the login credentials that they received in the email. Once logged in, they will be prompted to create a new password.

The image shows a web form titled "Payer Invitation" within a "Profile" window. The form is titled "Payer information" and contains four required fields, each marked with a red asterisk: "First name", "Last name", "Email address", and "Confirm email address". Each field is represented by a white rectangular input box. At the bottom of the form, there are two buttons: a light gray "Cancel" button and a dark gray "Send invitation" button. The form is set against a light gray background and has a vertical scrollbar on the right side.

If you have any questions, please contact us at 419-289-5022 or [busoff@ashland.edu](mailto:busoff@ashland.edu).