

# How to make a payment



#### How can I (Student) pay my bill online?

- 1. Log into "Mylynn"
- 2. Click on Student Finances.
- 3. Click on My Account on the left menu.
- 4. Click on Go to CashNet.
- 5. Select Make a Payment
- 6. Select the payment type and type in the amount to pay
- 7. Select Add to payment
- 8. Select Continue
- 9. Then choose your method of payment

### How can my parent pay the bill if they are not an authorized user:

- 1. Go to the following link www.lynn.edu/ebill
- 2. Select Login as Student/Guest
- 3. Enter the student ID number and Last name
- 4. Select Make a Payment
- 5. Select the payment type and type in the amount to pay
- 6. Select Add to payment
- 7. Select Continue
- 8. Then choose your method of payment

## How can you (Student) set up someone to be an authorized User on eBill to receive and pay the bill

- 1. Log into "MyLynn".
- 2. Click on Student Finances.
- 3. Click on Go to CashNet.
- 4. Go to your username in the top left corner
- 5. Click on Send a payer invitation
- 6. Enter data and click Send invitation

### How can you (Student) reset an Authorized Users password

- 1. Log into "MyLynn".
- 2. Click on Student Finances.
- 3. Click on My Account on the left menu.
- 4. Click on Go to CashNet.
- 5. Go to your username in the top left corner
- 6. Under Payers, select the Authorized User
- 7. Select Resend payer invitation

### How can I (Student) view my bill online?

- 1. Log into "Mylynn"
- 2. Click on Student Finances.
- 3. Click on My Account on the left menu.
- 4. Click on Go to CashNet.
- 5. Click on Statements on the left hand side.

We accept American Express, Discover, MasterCard, and Visa For domestic credit/debit card payments there is a 2.75% convenience fee.

For international credit/debit card payments there is a 4.25% convenience fee.