



Lynn University Online Payment

**DETAILED INSTRUCTIONS FOR AUTHORIZED
USERS**

Go to www.lynn.edu/ebill and log in as an Authorized User (red box) or as a Guest (blue box). Authorized Users will use the username and password created by the student. Guests will use the student's Student ID # and Last Name.



Authorized Users will be brought to the main screen. Click on Make Payments on the top menu (red box).



specific dates, check your bill.

Your Recent Payments		View All
Note: Any payments made prior to November 12, 2008 will not appear under Your Recent Payments. Please refer to your statement of account.		
07/20/2010	\$0.50	View
07/20/2010	\$0.51	View
05/12/2010	\$279.48	View

Your Bills			View All
To view all your bills click 'View All'.			
	Bill for Statement...	07/16/2010	View
	Bill for Statement...	06/18/2010	View
	Bill for Statement...	05/25/2010	View
View my Statements			

Saved Payment Methods	
You have no saved payment methods.	

Account Details	
Email:	@lynn.edu Change
Change your password.	

Guests will be brought directly to the Make Payment page. Click on the item to make a payment. If unsure which to use, click on Other Payments (last option).



The screenshot shows a web browser window with the URL <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>. The navigation bar includes links for 'your account', 'view bills', 'make payment' (highlighted with a red box), 'myLynn cart', 'help', and 'sign out'. The main header features the 'LYNN UNIVERSITY' logo and the text 'Lynn University eBill'.

Below the header, there are two main sections:

- Payment Options:** A list of items to pay for, enclosed in a red box:
 - Evening Undergraduate, Graduate, & EdD
 - Future Fall Payment/Deposit
 - Future Spring Payment/Deposit
 - Flight Training Payment
 - Duplicate ID Payment - \$25
 - Parking Ticket Payment
 - Study Abroad Deposit/Application Fee
 - Other Payments
- myLynn cart:** A summary box showing 'Item(s): 0' and 'Total: 0', with the message 'Your myLynn cart is empty.' and buttons for 'View myLynn cart' and 'Checkout'.

At the bottom, there are three lines of contact information:

- For questions about **Financial Aid Awards** please visit **myLynn** under the **Personal** tab click on **Electronic Student Aid System (E-SAS)**, or contact us at financialaid@lynn.edu.
- For questions or additional information on your bill please email studentaccounts@lynn.edu or call us at 561-237-7185.
- For questions on specific topics please refer to the **help** link above.

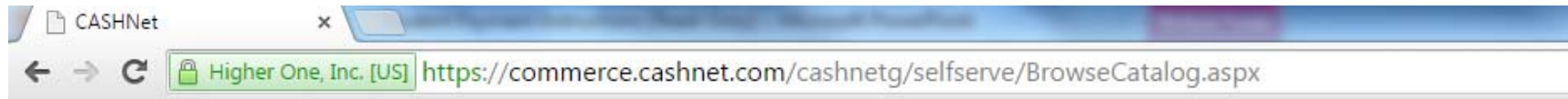
Enter Amount and click on Add to myLynn cart.



The screenshot shows a web browser window with the following elements:

- Browser Tab:** CASHNet
- Address Bar:** Higher One, Inc. [US] <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>
- Navigation Bar:** your account | view bills | make payment | myLynn cart | help | sign out
- Logo:** LYNN UNIVERSITY
- Page Title:** Lynn University eBill
- Content Area:**
 - HOME**
 - Current Balance Due**
 - Amount:
 - Minimum Due: \$0.00
 - Balance Due: \$586.35
 - To pay for this item, please enter the amount and click on the 'Add to myLynn cart' button
 -
 - myLynn cart**
 - Item(s): 0 | Total: 0
 - Your myLynn cart is empty.
 -

Click on Checkout



[your account](#) [view bills](#) [make payment](#) [myLynn cart](#) [help](#) [sign out](#)



Lynn University eBill

myLynn cart

Current Balance Due	Edit	Delete	\$586.35
Total Amount			\$586.35

[Add to myLynn cart](#)

[Checkout](#)

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Choose “Enter new credit card information” or “Enter new electronic check information” and click Continue Checkout.



CASHNet x

Higher One, Inc. [US] <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>

your account view bills make payment myLynn cart help sign out

LYNN
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Lynn University eBill

Please note: The vendor charges 2.75% for all domestic credit card transactions and 4.25% for all international credit card transactions.

Enter new credit card information

Enter new electronic check information

Continue Checkout

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IMPORTANT!



The vendor charges a fee for all credit card transactions. If you choose to pay by credit card, you must acknowledge that you understand that you will be charged this fee and that it is non-refundable. The dollar amount will also be given

Domestic charges - 2.75% fee for all credit card transactions.

International charges - 4.25% fee for all credit card transactions.

CREDIT CARD:

If you accept, check the blue box and click on Continue Checkout.



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- Browser Tab:** CASHNet
- Address Bar:** <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>
- Navigation Bar:** your account | view bills | make payment | myLynn cart | help | sign out
- Logos:** LYNN UNIVERSITY, CASHNet SMARTPAY, Lynn University eBill
- Disclaimer:**

This site is owned and operated by CASHNet®.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$0.55.

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.
- Acceptance Form:**

I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$0.55 for the use of CASHNet® SmartPay.
- Buttons:** Review Charges | Cancel My Transaction | Continue Checkout
- Footer:**

terms | privacy | security

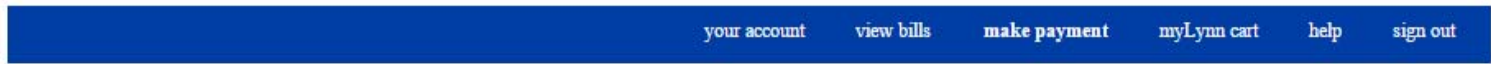
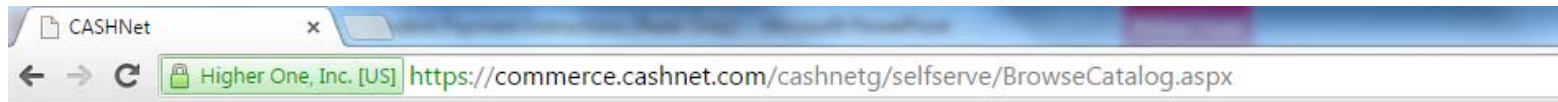
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CREDIT CARD:

Enter the information in the blue box.



Lynn University eBill

Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address

City

State/Province/Region



Enter the address where you receive the bill for this card

CREDIT CARD:

Continue entering information in the red square. You may save this credit card information by providing a name in the blue square. Once done, click on Continue Checkout.



Cardholder Name	<input type="text"/>
Address	<input type="text"/> Enter the address where you receive the bill for this card.
City	<input type="text"/>
State/Province/Region	<input type="text"/>
Zip/Postal Code	<input type="text"/>
Country	<input type="text" value="United States"/>
Email Address	<input type="text"/>

Optional) Please provide a name for this payment method to be saved for future use:
 ex: MyCreditCard

You will have a chance to review the item(s) before completing the transaction.

[Continue Checkout](#)

[terms](#) [privacy](#) [security](#)

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Review the information to verify accuracy. If correct, click Submit Payment (blue box).



CASHNet x

Higher One, Inc. [US] https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx

your account view bills make payment myLynn cart help sign out

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Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items selected

Other Payments	\$0.50
Total Amount	\$0.50

Payment information

Email Address:
Account Number: XXXX
Account Type: Checking
Routing Transit Number:
Bank:
Account Holder Name:

Submit Payment

The confirmation page will appear. You may email another or print a receipt. Your transaction is complete. Thank you!



Receipt Number :
Customer :
Web payment location
Current Date: 07/20/2010
Business Date: 07/20/2010

Other Payments	\$0.50
Service Charge	\$0.01
Total	\$0.51

SmartPay Credit Card MasterCard XXXXXXXXXXXXXXX Authorization #	\$0.51
Total	\$0.51

Thank you for your payment.

Your receipt has been emailed to

Email Another Receipt
View Printable Receipt

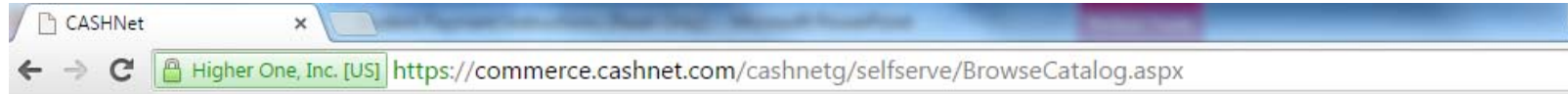
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CHECKING (ACH):

Enter the information in the blue square.



your account view bills make payment myLynn cart help sign out

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ACH transactions - NACHA Regulations

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check, image or draft transaction.

When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. For inquiries, please call Lynn University - Student Administrative Services at 561-237-7185 or email us at studentaccounts@lynn.edu

IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

CHECKING (ACH):

Continue entering information in the blue box. To save the account information, enter a name in the second blue box. Once done, click Continue Checkout.



Bank Account Number

Confirm Bank Account Number

Account Type

 Checking Savings

Routing Transit Number

[What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

 ex: 'MyChecking'

You will have a chance to review the item(s) before completing the transaction.

[Continue Checkout](#)

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Review the information to verify accuracy. If correct, click Submit Payment (blue box).



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Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items selected

Other Payments	\$0.50
Total Amount	\$0.50

Payment information

Email Address:
Account Number: XXXX
Account Type: Checking
Routing Transit Number:
Bank:
Account Holder Name:

Submit Payment

The confirmation page will appear. You may email another or print a receipt. Your transaction is complete. Thank you!



Receipt Number :
Customer :
Web payment location
Current Date: 07/20/2010
Business Date: 07/20/2010

Other Payments	\$0.50
Service Charge	\$0.01
Total	\$0.51

SmartPay Credit Card	
MasterCard XXXXXXXXXXXXXXX	\$0.51
Authorization #	
Total	\$0.51

Thank you for your payment.

Your receipt has been emailed to

Email Another Receipt
View Printable Receipt

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**Please send questions or comments to
studentfinancialservices@lynn.edu.**

**Lynn University
Student Financial Services
3601 N. Military Trail
Boca Raton, FL 33431
Ph: (561) 237-7185
Fax: (561) 237-7189**