



# Lynn University Wire Payment

**DETAILED INSTRUCTIONS FOR AUTHORIZED  
USERS**

Go to [www.lynn.edu/ebill](http://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.



your account view bills make payment myLynn cart help sign out

**LYNN**  
UNIVERSITY

Lynn University eBill

Authorized User

Password

Login

**Are you a Guest?**  
Any person who would like to make a payment on a student's behalf but has not been set up as an authorized user, please click on Guests. This option will only allow you to make a payment; you will not be able to view any additional information. As a guest, please log in to the eBill system with the student's ID# and last name. Click here to log in as a Guest.

**Login as an Authorized User**  
Authorized users please log into the eBill system using the authorized username and password created for you by the student attending Lynn University. Please note that the welcome email is from the Student Accounts email address.

**Login as Guest**  
Any person who would like to make a payment on a student's behalf but has not been set up as an authorized user, please click on Guests. This option will only allow you to make a payment; you will not be able to view any additional information. As a guest, please log in to the eBill system with the student's ID# and last name.

**Terms and Conditions**

**FAQ's**

\*\*\* Note: Clicking on the button marked "Login" and proceeding to the Lynn University eBill, acknowledges that you have read and accepted the Terms and Conditions listed above.

# 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		<a href="#">View All</a>
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	<a href="#">View</a>
07/20/2010	\$0.51	<a href="#">View</a>
05/12/2010	\$279.48	<a href="#">View</a>

Your Bills			<a href="#">View All</a>
To view all your bills click 'View All'.			
	Bill for Statement...	07/16/2010	<a href="#">View</a>
	Bill for Statement...	06/18/2010	<a href="#">View</a>
	Bill for Statement...	05/25/2010	<a href="#">View</a>
<a href="#">View my Statements</a>			

Saved Payment Methods	
You have no saved payment methods.	

Account Details	
Email:	<a href="#">@lynn.edu</a> <a href="#">Change</a>
<a href="#">Change your password.</a>	

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'. Below this, it states 'Your myLynn cart is empty.' and contains two buttons: 'View myLynn cart' and 'Checkout'.

At the bottom of the page, 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](mailto:financialaid@lynn.edu).
- For questions or additional information on your bill please email [studentaccounts@lynn.edu](mailto: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 URL <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>. The page features a blue navigation bar with links for 'your account', 'view bills', 'make payment', 'myLynn cart', 'help', and 'sign out'. The Lynn University logo is prominently displayed on the left, and 'Lynn University eBill' is on the right. Below the navigation, the 'HOME' section shows 'Current Balance Due' with an input field containing '586.35'. The 'myLynn cart' section shows 'Item(s): 0' and 'Total: 0', with a message 'Your myLynn cart is empty.' and buttons for 'View myLynn cart' and 'Checkout'. A text prompt reads 'To pay for this item, please enter the amount and click on the 'Add to myLynn cart' button'. The 'Add to myLynn cart' button is highlighted with a red box.

**HOME**

Current Balance Due

Amount:

Minimum Due: \$0.00  
Balance Due: \$586.35

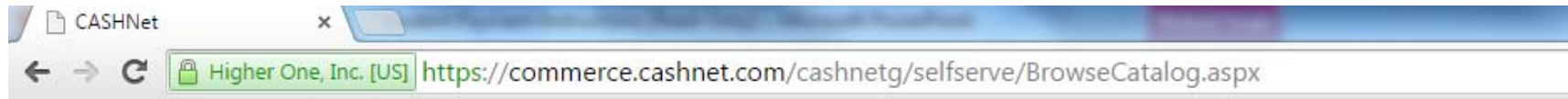
To pay for this item, please enter the amount and click on the 'Add to myLynn cart' button

**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

Lynn University eBill

#### myLynn cart

Current Balance Due	<a href="#">Edit</a>	<a href="#">Delete</a>	\$586.35
<b>Total Amount</b>			<b>\$586.35</b>

[Add to myLynn cart](#)

[Checkout](#)

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](mailto:financialaid@lynn.edu).

For questions or additional information on your bill please email [studentaccounts@lynn.edu](mailto:studentaccounts@lynn.edu) or call us at 561-237-7185.

For questions on specific topics please refer to the **help** link above.

# Choose “Pay with foreign currency”.



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



**LYNN**  
UNIVERSITY  
BOCA RATON, FLORIDA

Lynn University eBill

**Please note: a 2.75% convenience fee will be applied to all credit card payments**

- Enter new credit card information.
- Enter new electronic check information.
- Pay with foreign currency.

Continue Checkout

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](mailto:financialaid@lynn.edu).

For questions or additional information on your bill please email [studentaccounts@lynn.edu](mailto:studentaccounts@lynn.edu) or call us at 561-237-7185.

For questions on specific topics please refer to the **help** link above.

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# Enter the foreign currency information (country and currency)



The screenshot shows a web browser window with the URL <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>. The page header includes navigation links: [your account](#), [view bills](#), [make payment](#), [myLynn cart](#), [help](#), and [sign out](#). The Lynn University logo is prominently displayed on the left, and the text "Lynn University eBill" is on the right.

The main content area is titled "Enter Foreign Currency Information" and contains the following form fields:

- Country:** A dropdown menu labeled "Select Country".
- Currency:** A dropdown menu labeled "Select Currency".
- Base Currency:** A text field containing "US Dollar, USD".
- Convert To:** A text field.
- Remitter Name:** A text field.
- Email Address:** A text field.

Below the form fields is a table with the following data:

Currency	Rate	Total
US Dollar, USD	-	1.00

To the right of the form is the Western Union logo with the text "business solutions".

Under the "Terms and Conditions" section, there is a list of instructions:

- The following screens will provide you with the bank account details for settling to Lynn University C/O Western Union. You will need to print this document.
- Then, you will need to take the document to your bank and instruct them to make the payment as soon as possible.

At the bottom of the form, there is a checkbox labeled "Yes, I have read and understood the above information and wish to proceed." and a "Continue Checkout" button.

At the bottom of the page, there is a message: "You will have a chance to review the item(s) before completing the transaction." followed by the "Continue Checkout" button.



# The exchange rate will populate. Enter name and email address before reading and acknowledging the terms and conditions.



## Enter Foreign Currency Information

Country

Currency

	Currency	Rate	Total
Base Currency	US Dollar, USD	-	1.00
Convert To	Euro, EUR	0.74	0.74

Remitter Name

Email Address

### Terms and Conditions

- The following screens will provide you with the bank account details for settling to Lynn University C/O Western Union. You will need to print this document.
- Then, you will need to take the document to your bank and instruct them to make the payment as soon as possible.

Yes, I have read and understood the above information and wish to proceed.



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

[Continue Checkout](#)

# Verify that all of the information below is correct before submitting payment



Lynn University eBill

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

Items Selected	
Other Payments	\$1.00
<b>Total Amount</b>	<b>\$1.00</b>

### Payment Information

This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Euro  
Selected Country: Ireland  
Foreign Currency Total: EUR 0.74  
Student Name:  
Remitter Name: An Other  
Email Address: AnOther@email.com

[Submit Payment](#)

# IMPORTANT!



**This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.**

Once the submit payment option has been selected, the receipt below will appear. Please click on the link in the red box



**Transaction Pending**

Receipt Number: 76165 \*PENDING\*  
Customer:  
Web payment location  
Current Date: 10/29/2013  
Business Date: 10/29/2013

Description	Amount
Other Payments	\$1.00
<b>Total</b>	<b>\$1.00</b>

Payments Received	Amount
<a href="#">Click here to view and print important instructions that must be taken to your bank when you initiate the transfer of funds.</a>	\$1.00

This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Euro  
Selected Country: Ireland  
Foreign Currency Total: EUR 0.74  
Student Name:  
Remitter Name: an other

**Total \$1.00**

Thank you for the payment.

Your receipt has been emailed to

[Email Another Receipt](#)

[View Printable Receipt](#)

# The form below can be brought to your bank to send the wire



LYNN  
UNIVERSITY

**WESTERN  
UNION**  
business solutions

You're nearly there! To ensure that your payment is received by the University without any delays, please follow the instructions below:

**PAYMENT INSTRUCTIONS**

1. Please print this form and take it to your bank or,
2. Transfer funds via your online banking service (if applicable) or,
3. Transfer funds via calling your bank directly

\*Amount to Pay: EUR 0.74

**-Reference Transaction**

ID Number: US076165LU7181  
Student Name: Payment for  
Remitter Name: an other

\*1. Please note that unless the quote is in US Dollars this account cannot accept US Dollars (USD) and is also unable to accept a cash deposit.  
\*\*2. To ensure that your funds are successfully received by the University, the payment reference must be included on your bank's payment.  
\*\*\*3. If this reference is missing the payment will not be credited to your account.

Bank Identifier: SWIFT:MIDLGB22 Sort Code: 400515  
Bank Name: HSBC BANK PLC  
Bank Address: HSBC Tower - 8 Canada Square  
LONDON UNITED KINGDOM E145HQ

Beneficiary name: Western Union Business Solutions (USA) LLC Inc  
Account Number/IBAN: GB25MIDL40051573447350  
Beneficiary Address: 1152 15th Street NW  
Washington DC 20005

**\*\*DO NOT SEND A CHECK**

The following quote is valid until: 01 November 2013 15:54 GMT

You cannot use this sheet after this date. If the date above has passed, go online again and create a new quote.

Note: Payments will be received by Travlex Global Business Payments, a legal entity of Western Union

Upon receipt the funds will be transmitted to Lynn University

Lynn University in partnership with  
Western Union Business Solutions (USA) LLC Inc  
1152 15th Street NW, Washington DC 20005  
Payment Inquiries, please email [studentinquiries@westernunion.com](mailto:studentinquiries@westernunion.com)

Phone: 1 877 218 8829  
Remember, we're here to help. If you have any questions relating to this transfer, please contact Western Union Business Solutions at [studentinquiries@westernunion.com](mailto:studentinquiries@westernunion.com) or toll free at 1-877-218-8829.

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**Please send questions or comments to  
[studentfinancialservices@lynn.edu](mailto:studentfinancialservices@lynn.edu).**

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