



How to set up an Authorized User

Detailed Instructions for students

Step 1: Sign in to myLynn

Step 2: Click on Student Finances
Step 3: Click on My Account



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Student Finances

Student Financial Services



Phone: 561-237-7194, 561-237-7185, 800-578-9737 (toll free)
Fax: 561-237-7189 (fax)
Email: studentfinancialservices@lynn.edu
Location: Louis and Anne Green Center for the Expressive Arts
Office Hours: 9am-5pm Mon-Fri
The office will open from 9am-6pm Mon-Thu, and 9 a.m. – 5 p.m. Fri during the Add/Drop weeks of the school year.

Announcements

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NACUBO Conference

Wed, Mar 27 2019 at 11:15 AM

Morgan O'Sullivan and Evelyn Nelson presented on the topic of Financial Literacy at the Student Financial Services NACUBO conference in New Orleans. The presentation to a national audience was successfully received with a high level of interest...

[Read more](#)

Re-issued 1098-T, Tuition Statement

High priority

Fri, Mar 15 2019 at 1:32 PM

Lynn University has issued revised 1098-T statements for students for the 2018 calendar year.

You may access it online in the myLynn portal.

For families that may have already filed their taxes using the previous issued 1098-T statement, we reco...

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Student Finances

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Step 4: Click on Go to CASHNet



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My Account

CASHNet My Account Info

[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit Card transactions and 4.25% for international Credit Card transactions.
Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB.
No Service Fee for E-Check Payment.

CASHNet My Account Info

[My Account Balances](#)

[Course and Fee Statement](#)

Pay Using CASHNet

[Go to CASHNet](#)

Service fee is 2.75% for domestic Credit

Step 5: Click on Your Account



The image is a screenshot of the Lynn University eBill page. At the top, a dark blue navigation bar contains the text "your account", "view bills", "make payment", "myLynn cart", "help", and "sign out". A red circle highlights the "your account" text. Below the navigation bar is the Lynn University logo. To the right of the logo, the text "Lynn University eBill" is displayed. Below the logo, a message states: "Your account does not currently have any outstanding charges. Note: Credit balances will not be displayed." Below this message is a table with the following columns: "Description", "Price", "View", and "myLynn cart". The table contains several rows of items, each with a "View Details" button. To the right of the table, there is a "myLynn cart" section with "Item(s): 0" and "Total: 0". Below the table, there are two buttons: "View myLynn cart" and "Checkout". At the bottom of the page, there are three lines of text: "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 sa@lynn.edu", "For questions or additional information on your bill please email sa@lynn.edu or call us at 561-237-7183.", and "For questions on specific topics please refer to the [help](#) link above."

Step 6: Click on Add New in Parent PIN's

your account view bills make payment myLynn cart help sign out

LYNN UNIVERSITY

Lynn University eBill

Note: eBills are due August 1st and December 1st for all day undergraduate students.
Evening students must pay by the Friday before the evening term begins.
For specific dates, check your bill.

Your Recent Payments You have no recent payments. View All	Your Bills No recent bills for your account. View All
LynnOneCard.com Access LynnOneCard.com	Installment Payment Plans Enroll in the Fall 2015 Installment Plan
Parent PINs You currently have no Authorized Users set up. Add New	Saved Accounts You have no saved payment methods. Add New
	Account Details SMS Alerts Setup

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 fsa@lynn.edu
For questions or additional information on your bill please email fsb@lynn.edu or call us at 561-237-7185.

Parent PINs

You currently have no Authorized Users set up. [Add New](#)

Step 7: Complete the requested information

Authorized User

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

your account view bills make payment myLynn cart help sign out

LYNN UNIVERSITY

Lynn University eBill

Notice about Parents or Authorized Users:
Parents or Authorized Users only have access to make payment, view payment history, and view the balance on the student account. They do **NOT** have access to financial aid, grades, or other online student information.

Authorized User

Email Address

Confirm Email Address

Add a note to the welcome email (optional)

Should this person...

be allowed to log in? Yes No

have permission to access electronic bills and if so, also receive electronic bill email notifications? Yes No

receive Installment Payment Plan email notifications? Yes No

be allowed to receive SIS (text message) notifications? Yes No

Access & Receive Emails

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

OK Cancel

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 fsa@lynn.edu

Step 8: Provide permission to Access & Receive Emails and click OK

The screenshot shows the Lynn University eBill interface. At the top, there is a navigation bar with links for 'your account', 'view bills', 'make payment', 'myLynn cart', 'help', and 'sign out'. The Lynn University logo is prominently displayed. Below the logo, a notice states: 'Notice about Parents or Authorized Users: Parents or Authorized Users only have access to make payment, view payment history, and view the balance on the student account. They do NOT have access to financial aid, grades, or other online student information.' The form includes fields for 'Authorized User', 'Email Address', 'Confirm Email Address', and an optional note field. A red box highlights the 'Should this person...' dialog box, which contains the following questions and options:

- Should this person... be allowed to log in? Yes No
- have permission to access electronic bills and if so, also receive electronic bill email notifications? (dropdown menu)
- receive Installment Payment Plan email notifications? Yes No
- be allowed to receive SMS (text message) notifications? Yes No

At the bottom of the dialog box, there is a note: 'A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.' and two buttons: 'OK' and 'Cancel'.

Should this person...

be allowed to log in?

Yes No

have permission to access electronic bills and if so,
also receive electronic bill email notifications?

Access & Receive Emails ▼

receive Installment Payment Plan email notifications?

Yes No

be allowed to receive SMS (text message) notifications?

Yes No

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

OK

Cancel