

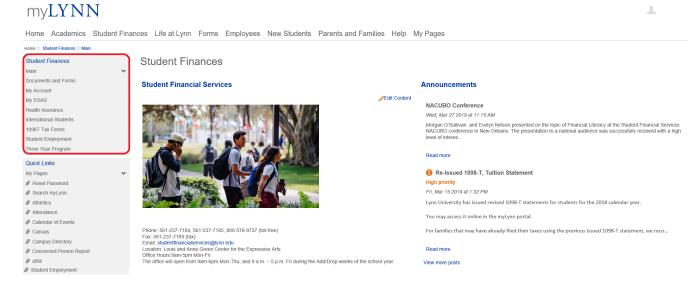
How to set up an Authorized User

Detailed Instructions for students

Step 1: Sign in to myLynn

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





Step 4: Click on Go to CASHNet

myLYNN

Home Academics Student Finances Life at Lynn Forms Employees New Students Parents and Families Help My Pages Home / Student Finances / My Account My Account Student Finances Main Documents and Forms **CASHNet My Account Info** My Account My Account Balances My ESAS Course and Fee Statement Health Insurance **Pay Using CASHNet** International Students Go to CASHNet 1098T Tax Forms Service ree is 2.15% for domestic Credit Card transactions and 4.25% for international Credit Card transactions. Student Employment Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S CLUB. No Service Fee for E-Check Payment. Three Year Program

CASHNet My Account Info

My Account Balances Course and Fee Statement

Pay Using CASHNet

Go to CASHNet

Step 5: Click on Your Account





Lynn University eBill

Your account does not currently have any outstanding charges.

Note: Credit balances will not be displayed.		
You may select and pay for the following items:		myLynn cart
Description	Price View	Item(s): 0 Total:
Evening Undergraduate, Graduate, & EdD	View Details	Your basket is empty. View myLynn cart Checkout
Euture Fall Payment Deposit	View Details	
Euture Spring Payment Deposit	View Details	
Elight Training Payment	View Details	
Dophicate ID Payment - \$25	View Details	
Parking Ticket Payment	View Details	
Education Abroad Deposits	View Details	
Other Payments	View Details	

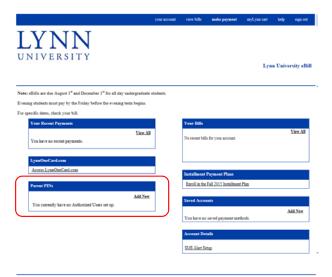
For questions about Financial Aid Awards please visit myLynn under the Personal tab click on Electronic Student Aid System (E-SAS), or contact us at shall be not seen about Financial and System (E-SAS).

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

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

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





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Step 7: Complete the requested information

Email Address	
Confirm Email Address	
	6
Add a note to the welcome email (option	181)



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?	Access & Receive Emails
receive Installment Payment Plan email notifications?	⊕Yes ○No
be allowed to receive SMS (text message) notifications?	⊕Yes ○No

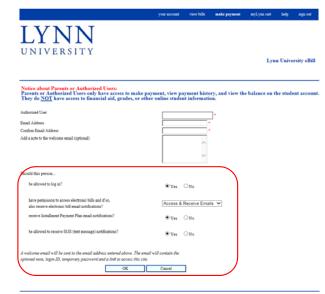
A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

OK	Cancel

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

be allowed to log in?	\odot Yes \bigcirc No
have permission to access electronic bills and if so, also receive electronic bill email notifications?	Access & Receive Emails V
receive Installment Payment Plan email notifications?	● Yes ○ No
be allowed to receive SMS (text message) notifications?	● Yes ○ No
welcome email will be sent to the email address entered abo	ove. The email will contain the



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