Access to Online Statements and Payments

To View Your Summary of Account or Make a Payment Online Students:

1) Sign in to myLynn at [http://www.lynn.edu/MyLynn](http://www.lynn.edu/MyLynn) with your MyLynn Username and Password (both are printed in the enclosed letter)

2) Once signed in (your name will appear on the upper right hand side), click on “Student Finances” and then My Account page (left menu) Under “My Account Info”:

   **To check your account balance:** Click on the “My Account Balances” link. The “Accounts Receivable” area will display the grand total including pending transactions. To view a summary, which includes present and history transactions, click on the blue amount link. Click on the “Course and Fee Statement” link for a printable PDF report showing all charges.

   **To make a payment:** Click on the “Go to CASHNet” link under the Pay Using CASHNet area. A different page will come up for you to pay your balance (if existent, no credit balances will show). Additional payments, other than current tuition, can be made on this page.

Authorized Users:

Login at [http://www.lynn.edu/ebill](http://www.lynn.edu/ebill) with your username and password issued when set up as an authorized user by the student.

   **To make a payment:** click on Current Balance Due or choose from the items listed

   **To view your bill:** click on View Bills from the top banner menu

**How to set up an Authorized User:**

- Follow step 1 & 2 above
- Click on “Go to CASHNet” link
- Click on “Your account” on the main blue tab of the screen
- Under Parent PINs section, click on the ADD NEW link and enter information
- Click on OK button

**Ways to Pay:**

- Click on [www.lynn.edu/waystopay](http://www.lynn.edu/waystopay)