



## 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> 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> 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

**New!**

### **Ways to Pay:**

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