



# Lynn University Online Payment

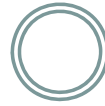
**DETAILED INSTRUCTIONS FOR STUDENTS**

# Log into your MyLynn Account



The screenshot shows a web browser window with the URL <https://my.lynn.edu/ics>. The page features the myLYNN logo and a navigation bar with links for Home, Academics, Student Finances, Life at Lynn, Employees, New Students, and Help. A blue box highlights the 'Sign in' button, with a white arrow pointing to it from the left. Other buttons in the navigation bar include 'Forgot password (students only)' and 'Create account'. Below the navigation bar, the page content is organized into sections: 'What's Happening' with a 'Picture of the Day' section featuring a photo of a golf team, and 'For Your Safety' with an article titled 'Testing of alert notification system to continue Wednesday' by Larry Rickard, Campus Safety Chief. A 'Quick Links' sidebar on the left provides access to various campus resources like the Gradebook, Lynn2020, and Campus Directory.

**Click on Student Finances (blue box) and then on My Account (blue box).**



The screenshot shows a web browser window with the URL <https://my.lynn.edu/ICS/Finances/>. The page features the myLYNN logo and a navigation bar with the following items: Home, Academics, **Student Finances**, Life at Lynn, Employees, New Students, and Help. Below the navigation bar, a breadcrumb trail reads "You are here: [Student Finances](#) > [Main](#)".

On the left side, there is a "Student Finances" sidebar menu with the following items: **Main**, Documents and Forms, **My Account**, and 1098T Tax Forms. Below this is a "Quick Links" section with the following items: My Pages, Gradebook, Lynn2020, Lynn.edu, Campus Directory, Athletics, and Blackboard.

On the right side, the main content area is titled "Student Finances" and "Student Financial Services". Below this title is a group photograph of approximately 15 people standing in a hallway.

# Click on My Account Balances



The screenshot shows a web browser window with the following elements:

- Browser Tab:** Student Finances - My Account
- Address Bar:** Lynn University, Inc. [US] https://my.lynn.edu/ICS/Finances/My\_Account.jnz
- Logo:** myLYNN
- Navigation Menu:** Home, Academics, Student Finances (highlighted), Life at Lynn, Employees, New Students, Help, My Pages
- Breadcrumbs:** You are here: [Student Finances](#) > [My Account](#)
- Left Sidebar (Student Finances):**
  - Main
  - Documents and Forms
  - My Account** (highlighted)
  - 1098T Tax Forms
- Main Content Area:**
  - My Account**
  - CASHNet My Account Info**
  - My Account Balances** (highlighted with a blue box)
  - Course and Fee Statement

# Click on Go to CASHNet



Student Finances - My Account x

Lynn University, Inc. [US] https://my.lynn.edu/ICS/Finances/My\_Account.jnz

# myLYNN

Welcome back

Home Academics **Student Finances** Life at Lynn Employees New Students Help My Pages

You are here: [Student Finances](#) > [My Account](#)

## Student Finances

- Main
- Documents and Forms
- My Account**
- 1098T Tax Forms

## Quick Links

- My Pages**
- Gradebook
- Lynn2020
- Lynn.edu
- Campus Directory
- Athletics

## My Account

### CASHNet My Account Info

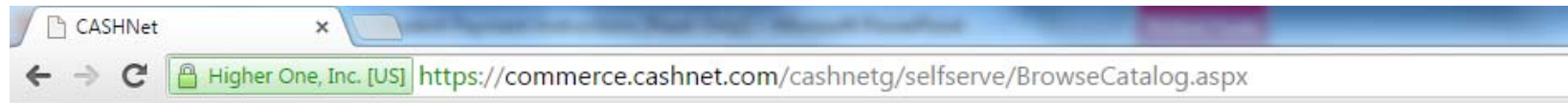
- My Account Balances
- Course and Fee Statement

### Pay Using CASHNet

**Go to CASHNet**

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

# Click on Current Balance Due



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

**LYNN**  
UNIVERSITY

Lynn University eBill

Your account has the following charges:

[Current balance due](#)

You may select and pay for the following items:

Description	Price
<a href="#">Fall 2015 Room &amp; Board Deposit - \$100</a>	
<a href="#">Evening Undergraduate, Graduate, &amp; EdD</a>	

myLynn cart

Item(s): 0 Total: 0

Your basket is empty.

[View myLynn cart](#)

[Checkout](#)

# 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 bar, 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

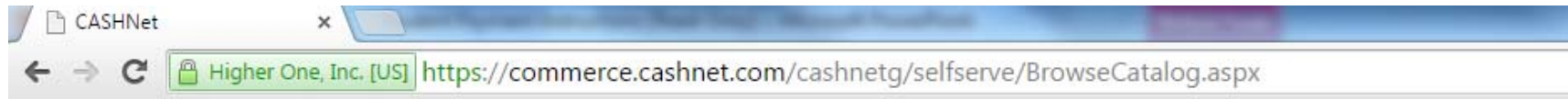
**myLynn cart**

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 eBill

### myLynn cart

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

[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 “Enter new credit card information” or “Enter new electronic check information” and click Continue Checkout.



CASHNet x

Higher One, Inc. [US] <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>

your account view bills make payment myLynn cart help sign out

**LYNN**  
UNIVERSITY

Lynn University eBill

**Please note: The vendor charges 2.75% for all domestic credit card transactions and 4.25% for all international credit card transactions.**

Enter new credit card information

Enter new electronic check information

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.

# IMPORTANT



**The vendor charges a fee for all credit card transactions. If you choose to pay by credit card, you must acknowledge that you understand that you will be charged this fee and that it is non-refundable. The dollar amount will also be given**

**Domestic charges - 2.75% fee for all credit card transactions.**

**International charges - 4.25% fee for all credit card transactions.**

# CREDIT CARD:

If you accept, check the box (blue) and click on Continue Checkout.

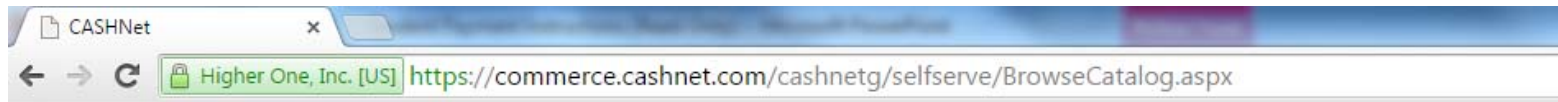


The screenshot shows a web browser window with the following elements:

- Browser Tab:** CASHNet
- Address Bar:** <https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx>
- Navigation Bar:** your account | view bills | make payment | myLynn cart | help | sign out
- Logos:** LYNN UNIVERSITY, CASHNet SMARTPAY, Lynn University eBill
- Disclaimer:** This site is owned and operated by CASHNet®. If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$0.55.
- Charge Information:** This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.
- Acceptance:**  I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$0.55 for the use of CASHNet® SmartPay.
- Buttons:** Review Charges, Cancel My Transaction, Continue Checkout
- Footer:** links for terms, privacy, security; contact information for Financial Aid Awards and student accounts.

# CREDIT CARD:

Enter the information in the boxes in blue.



your account   view bills   make payment   myLynn cart   help   sign out

# LYNN UNIVERSITY

CASHNet SMARTPAY

Lynn University eBill

### Enter credit card information

Credit Card Number

Expiration Month

Expiration Year

Cardholder Name

Address

City

State/Province/Region



Enter the address where you receive the bill for this card

## CREDIT CARD:

Continue entering information in the red square. You may save this credit card information by providing a name in the blue square. Once done, click on Continue Checkout.



Cardholder Name

Address

Enter the address where you receive the bill for this card.

City

State/Province/Region

Zip/Postal Code

Country

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

ex: MyCreditCard

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

[Continue Checkout](#)

[terms](#)

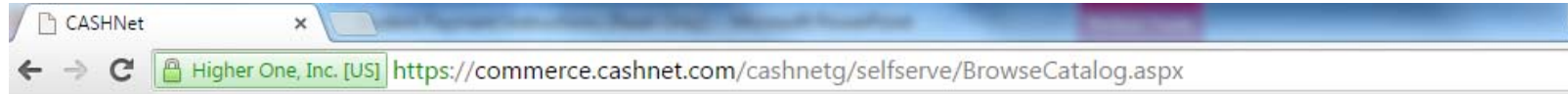
[privacy](#)

[security](#)

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).

# CHECKING (ACH):

Enter the information in the blue square.



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

LYNN  
UNIVERSITY

Lynn University eBill

## ACH transactions - NACHA Regulations

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check, image or draft transaction.

When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day you make your payment, and you will not receive your check back from your financial institution. For inquiries, please call Lynn University - Student Administrative Services at 561-237-7185 or email us at [studentaccounts@lynn.edu](mailto:studentaccounts@lynn.edu)

**IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.**

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number

Confirm Bank Account Number

## CHECKING (ACH):

Continue entering information in the blue box. To save the account information, enter a name in the second blue box. Once done, click Continue Checkout.



Bank Account Number

Confirm Bank Account Number

Account Type

Checking  Savings

Routing Transit Number

[What are my Routing Transit and Account Numbers?](#)

Account Holder Name

Email Address

(Optional) Please provide a name for this payment method to be saved for future use:

 ex: 'MyChecking'

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

[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.



# Review the information to verify accuracy. If correct, click Submit Payment (blue box).



CASHNet x

Higher One, Inc. [US] https://commerce.cashnet.com/cashnetg/selfserve/BrowseCatalog.aspx

your account view bills make payment myLynn cart help sign out

# LYNN

UNIVERSITY

Lynn University eBill

---

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

Items selected

Other Payments	\$0.50
<b>Total Amount</b>	<b>\$0.50</b>

Payment information

Email Address:  
Account Number: XXXX  
Account Type: Checking  
Routing Transit Number:  
Bank:  
Account Holder Name:

Submit Payment

# The confirmation page will appear. You may email another or print a receipt. Your transaction is complete. Thank you!



Receipt Number :  
Customer :  
Web payment location  
Current Date: 07/20/2010  
Business Date: 07/20/2010

Other Payments	\$0.50
Service Charge	\$0.01
<b>Total</b>	<b>\$0.51</b>

SmartPay Credit Card MasterCard XXXXXXXXXXXXXXX Authorization #	\$0.51
<b>Total</b>	<b>\$0.51</b>

**Thank you for your payment.**

Your receipt has been emailed to

<a href="#">Email Another Receipt</a>
<a href="#">View Printable Receipt</a>

---

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.



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

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