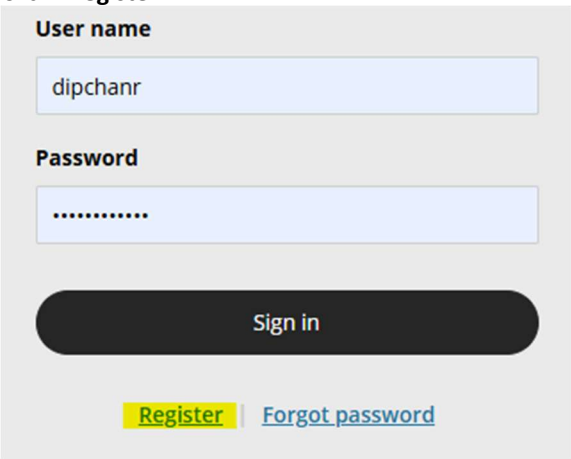
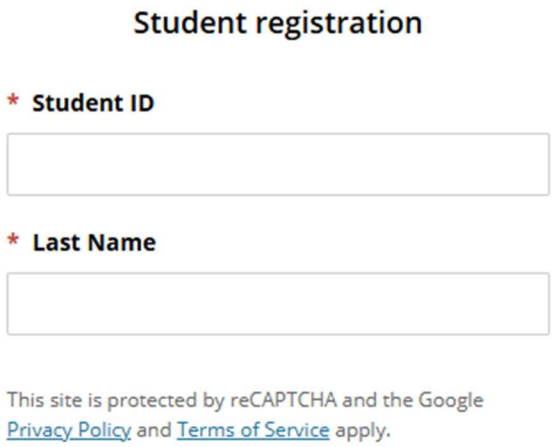
How to Register for Transact/CashNet

If you are making a one-time payment, you will first need to register for a Transact/CashNet account if you have not already done so. Follow the steps below:

1. Click **"Register."**



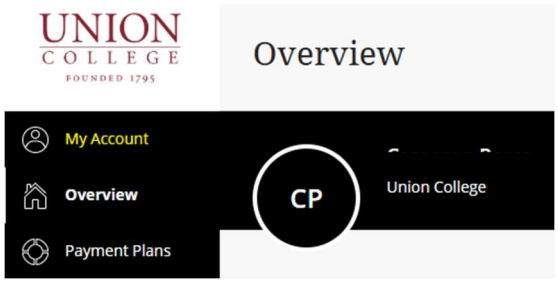
2. Enter your **Student ID Number** and **Last Name**, then click **"Continue"** in the bottom-right corner of the screen.



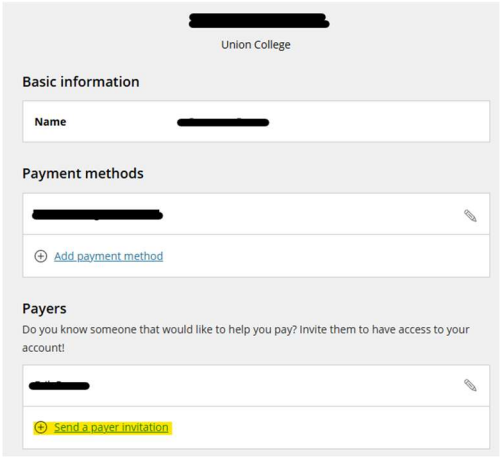
3. You will receive an email containing a temporary password. Use your temporary password and username to log in.
    - **Hint:** Your username is your **Student ID Number**.
4. After logging in, you will be prompted to create a new password.

Adding an authorized payer

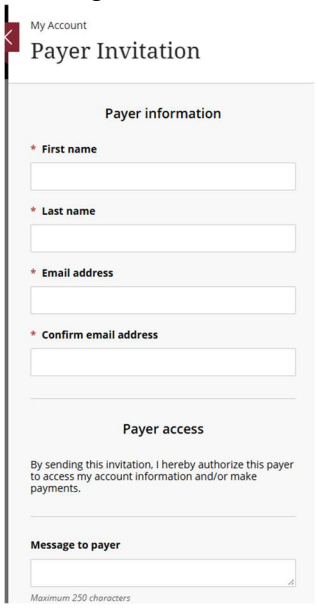
1. Navigate to “My Account”



2. Click “Send a payer invitation”



3. A panel will appear on the right-hand side of your screen. Enter your Authorized Payer’s information, including their name and email address.



4. Your authorized payer will then receive an email to the email address you entered, the email will contain their username and a temporary password. They will then need to use these credentials to log in, once logged in they will first be prompted to create a new password