

Setting up Parent(s) and/or other Authorized User(s):

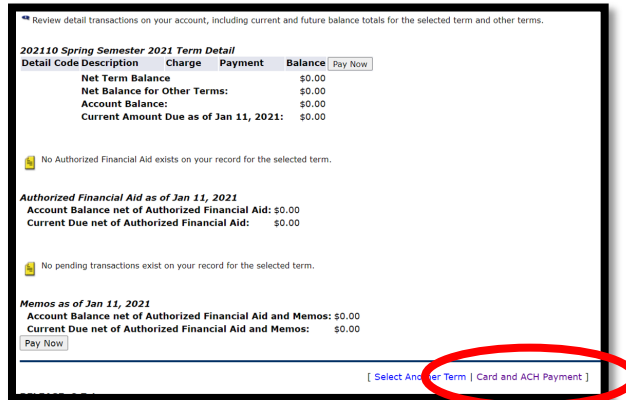
Log into [Banner Self Service](#)

Click on the “Student” tab.

Select “Student Account”

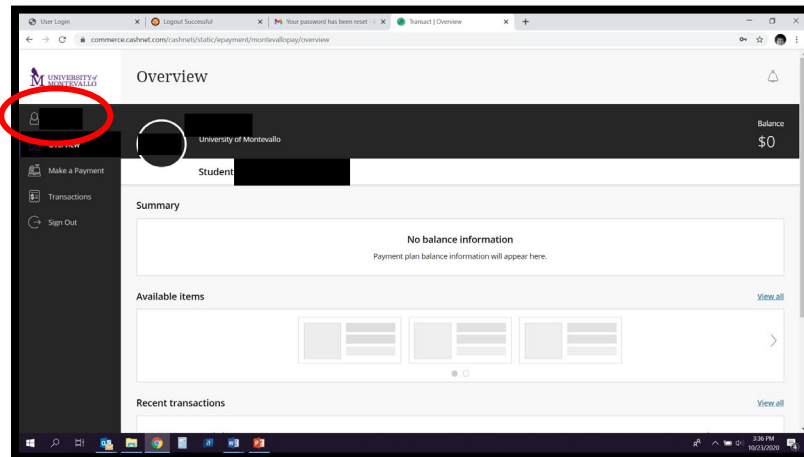
Select “Account Detail for Term”

Click on “Card and ACH Payment” at the bottom of the page

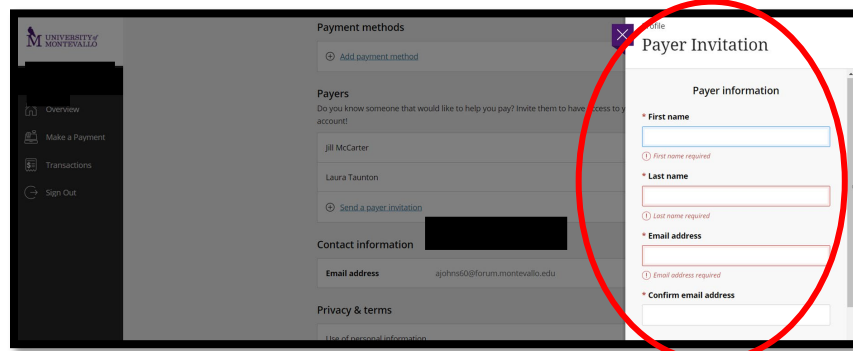


This will bring you to <https://commerce.cashnet.com/montevallopay> where you can set up Parent(s) and/or other Authorized User(s).

On the left, click on the student name (profile icon), then scroll down to the ‘Payers’ section and click “Send a payer invitation”.

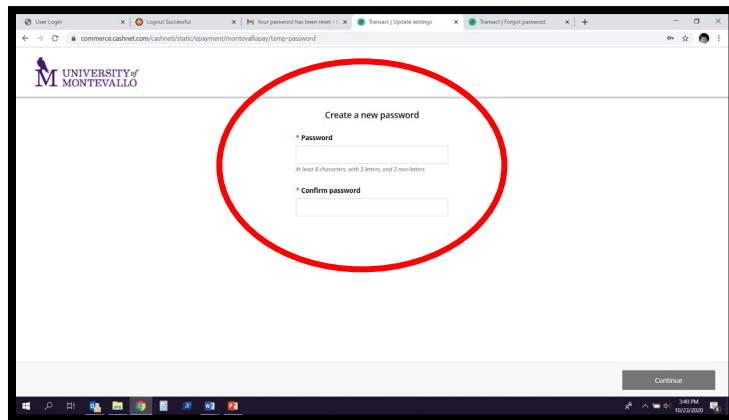
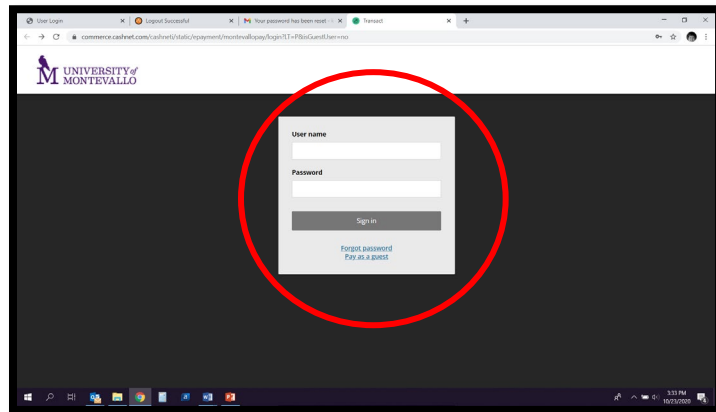
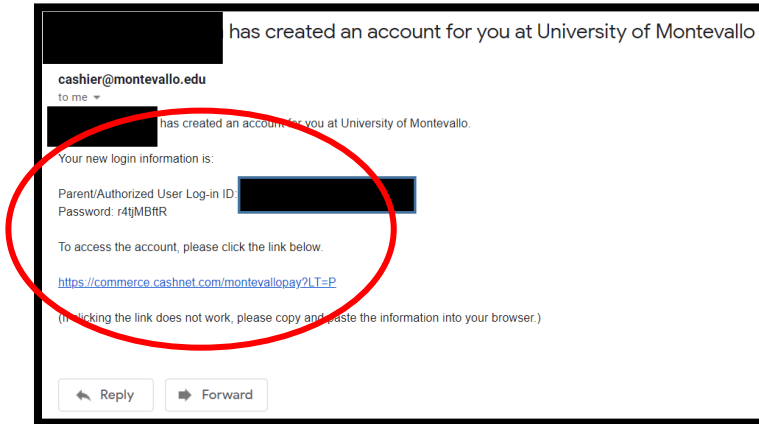


Complete the popup box with the new authorized user’s information (name and email).



Once student has submitted, a confirmation message will appear, with an email sent to their new **Parent(s)** and/or other **Authorized User(s)**. In this email, they will be provided with the <https://commerce.cashnet.com/montevallopay> link to access the student account (including their new user name (email) and a computer generated password). **(Students may add/remove authorized users at any time, using this same link.)**

Once the new user accesses this link, the page opens, requiring them to provide their username (their email) and the computer generated password that was given to them in the email. After they complete this and submit, they will be taken to a new screen that prompts them to replace the computer generated password with a password of their own.



Once registered, the authorized user may continually access the student account information and make future payments at: <https://commerce.cashnet.com/montevallopay>.