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"

A Review detail transactions on your account, including current and future balance totals for the selected term and other terms.					
202110 Spring Semester 202	21 Term De	tail			
Detail Code Description	Charge	Payment	Balance	Pay Now	
Net Term Balance	e		\$0.00		
Net Balance for	Other Term	is:	\$0.00		
Account Balance			\$0.00		
No Authorized Financial Aid ex Authorized Financial Aid as of Account Balance net of Authorized Current Due net of Authorized	of Jan 11, 2 horized Fin zed Financi	record for the s 2021 hancial Aid: \$ ial Aid: \$	elected term. :0.00 :0.00		
No pending transactions exist	on your reco	rd for the selec	ted term.		
Memos as of Jan 11, 2021 Account Balance net of Authoriz Current Due net of Authoriz	horized Fin zed Financi	nancial Aid a ial Aid and M	nd Memos: emos:	\$0.00 \$0.00	

This will bring you to <u>https://commerce.cashnet.com/montevallopay</u> 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".

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M UNIVERSITY &	Overview	4
	University of Montevallo	Bata \$C
🛍 Make a Payment	Student	
	Summary	
	No balance information	
	Payment plan balance information will appear	here.
	Available items	View
	Recent transactions	View
		0

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

M UNIVERSITY	Payment methods	Paver Invitation
	Add payment method	ruyer mvnuuon
	Payers	Payer information
 Overview 	Do you know someone that would like to help you pay? Invite them to have account!	* First name
Aake a Payment	jill McCarter	First nome required
Gran State	Laura Taunton	* Last name
G- starout	Send a payer invitation	① Last name required
	Contact information	* Email address
	Email address ajohns60@forum.montevallo.edu	() Email address required
	Privacy & terms	* Confirm email address
	Use of personal information	

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 <u>https://commerce.cashnet.com/montevallopay</u> 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: <u>https://commerce.cashnet.com/montevallopay</u>.