Making a payment in GullNet (CashNet)

Students use GullNet to make tuition and other payments to SU. Parents can use Cashnet to pay, either as an Authorized user (set up by your student) or as a Guest payer.

> ⓘ **Popup blockers**
>
> You may need to disable popup blockers in your browser in order to make payments.

Student Payments

Students will login to GullNet to access your payment options.

1. Log in to GullNet Login with your user name and password.
2. Click on **Main Menu> Bills/Payments/PayPlans/Refund.**
3. Go to Your Account and click "Make a Payment".
4. Choose Your Account Balance and then click "Continue Shopping".
5. Select the charges you want to pay, then the amount you want to pay.

You may purchase the following items:		
Description	**Price**	**View**
Winter 2017		View Details
Spring 2017		View Details
Fall 2017		View Details
Pay Here if $0 Balance in Above Semester(s) "ONLY USE THIS IF THE ABOVE SEMESTER(S) BALANCES = $0.00" This payment will be posted to the current semester.		View Details
Guest Payment for Student Account For Guest Payors Only!		View Details

Return to: GullNet

HOME

Fall 2017

Amount: $0.00

To pay for this item, click the button below.

Add to Shopping Cart

6. Follow the prompts to complete the payment.

Paying as a parent
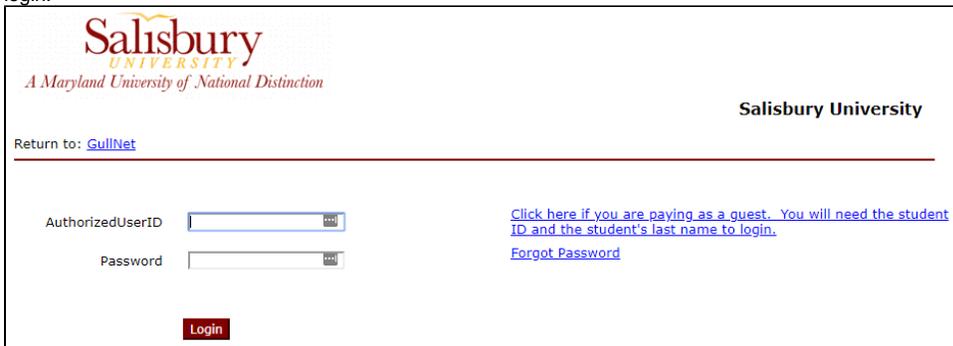
Parents have two ways to pay, as a guest payer, or as an authorized user. We'll cover the simplest one first: guest payer.

Guest Payers

Anyone can use Cashnet and pay as a guest. You'll just need the last name and Student ID number (also called EMPLID) of the student whose bill you're paying. The Student ID number can be found on the front of the GullCard, and on many correspondences from admissions.

1. To make a payment, open https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD in a web browser.

2. On the login page, click the link that says "Click here if you are paying as a guest. You will need the student ID and the students last name to login."

3. Enter Student ID and Last name and log in.
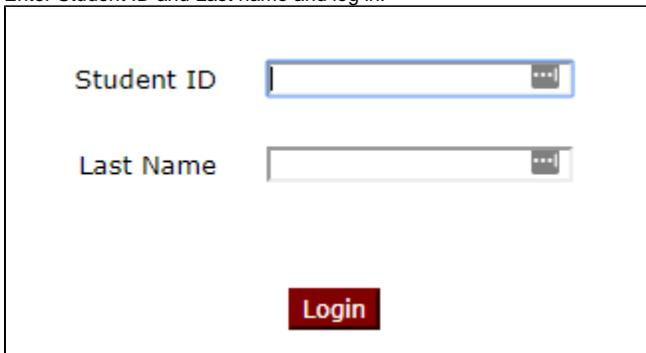
4. Enter term to pay and amount.

For help with guest payment, please contact the Cashier's office for assistance.
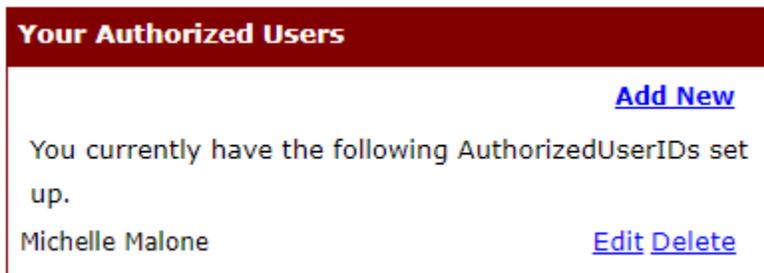
Authorized Users

Alternatively, parents can be added to GullNet as an "authorized user" to make payments, view electronic bills, tuition payment plans, email notifications and text messages. The student will need to set this up for you in GullNet, and becomes your "admin" if there are password or other issues.

> ⊘ Note: Authorized user accounts are created and managed by the student within their GullNet. Neither the Cashier's office nor the Technology Support Center have access to view or manage these accounts. If you have an issue with your authorized user account, your student should edit the account as listed below.

To add a parent as an authorized user

1. As a student, sign into GullNet with your SU username and password..
2. Click **Main Menu>Bills/Payments/PayPlans/Refund**
3. Under "Your Authorized Users" click Add New.

4. Fill out the information requested. The authorized user (usually the parent) will receive an email with the username, a temporary password and link to finish setting up the account.

5. Students who need assistance with adding a parent as an authorized user can contact the Cashier's Office for assistance.

Once the parent has been added as an authorized user and received the email, they should click on the link and enter their username and their temporary password.

1. Create a new password and a security question.
2. The parent will then be directed to the student account.
3. Authorized users should add https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD to their bookmarks for easy access.

Paying a bill as an authorized user

Once you have been added as an authorized user, you can make payments using your new authorized user account.

1. Go to https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD in a web browser if you haven't set it as a bookmark or favorite already. Now would be a good time to do that, if you haven't.
2. Enter your authorized user's username and the password you set up at the login screen.

3. Click "make a payment" and follow the prompts to complete payment.

Authorized user password or account issues

If you are having problems with your password logging in, first try a different browser. If that doesn't work, click Forgot Password and then enter your authorized user's username or the email address where you received your temporary password. Answer the security question you provided and then follow the instructions to reset the password.

If both of those options fail, then your student will need to reset your account for you.

1. As a student, log into GullNet with your SU username and password.
2. Click **Main Menu>Bills/Payments/PayPlans/Refund**
3. Under "Your Authorized Users" click Edit next to the authorized user you want to edit.

Your Authorized Users

Add New

You currently have the following AuthorizedUserIDs set up.

Michelle Malone   Edit Delete

4. On this screen, you can edit any of the information except the username. At the very bottom, click Reset Password.

AuthorizedUserID	MomMichelle
First Name	Michelle *
Last Name	Malone *
Email Address	mxmalone@salisbury.edu *
Confirm Email Address	mxmalone@salisbury.edu *
Relationship to Student	mother *
Phone Number		
Address Line 1	
Address Line 2	
City	
State	
Zip	
Add a note to the welcome email (optional)	

Should this person...

be allowed to log in?   ● Yes   ○ No

have permission to access electronic bills and if so, also receive electronic bill email notifications?   Access & Receive Emails ▼

receive Installment Payment Plan email notifications?   ● Yes   ○ No

be allowed to receive SMS (text message) notifications?   ● Yes   ○ No

OK   Reset Password   Cancel

5. Click Continue at the warning page.

Return to: GullNet

You are about to reset the password for: MomMichelle.

For security reasons, if this user has saved any payment methods for future use, they will no longer be available after this password is reset.

Do you want to continue?

Continue   Cancel

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6. The authorized user (parent) will receive an email with the new login information and a temporary password, as well as a link to access their account. They will need to change their password at login, just as when it was originally set up.
7. Students who need assistance with adding a parent as an authorized user can contact the Cashier's Office for assistance.

Related articles

- SQL Error when trying to register for classes in GullNet
- Making a payment in GullNet (CashNet)
- When trying to click on a link in GullNet, the user gets a spinning wheel
- Obtaining Course Evaluation Summary Results for Perdue Business Faculty in GullNet
- Obtaining Crse & Loc Survey Results (Course Evaluations) for Nursing Course Coordinators only in GullNet

Related issues