

Directions to login and navigate CASHNet's HartfordPay site Parents

- Navigate to <https://commerce.cashnet.com/hartfordpay>
- Once you are on the HartfordPay site, click the link listed to the right of the login boxes that says "Parents and Authorized users click here to login with your user name and password."
- Enter login ID that was established by the student. This was included in the email you received once your student set you up as an authorized payer.
- Enter the temporary password provided in the email. Once you change your password you will use the new one to login each time you visit the HartfordPay site.
- Click Login button
- This is the Parent Dashboard. From here you can view recent activity on the student account, make payments/deposits, view bills, see recent activity, and have the ability to change the default password and email the eBill should go to. This can be changed at any time and can be changed to any valid email address.
- Authorized payers have the option to save payment methods to be used in the future. Please note students do not have access to this information.
- To make a payment or deposit to the student account, please click the link provided in the "Your Account" area of the dashboard.
 - This will bring a payment selection list. Choose the appropriate link.
 - Enter the dollar amount you would like to pay
 - Click the "Add to Shopping Cart" button
 - You will be taken to the shopping cart. You can edit or delete the payment at this time, continue shopping or checkout.
 - From here you can click "Continue Shopping" to add another type of payment to the account or you can click "Checkout".
 - By clicking Continue Shopping you can choose to make another type of payment or deposit and add it to the shopping cart.
 - By clicking Checkout you see a screen that lists payment options. You can enter credit card information, electronic check information or choose a payment you already set up.
 - **To pay by credit card**, choose "enter new credit card information" and click the continue checkout button. You will be directed to enter to a screen that requires you to acknowledge that you will be assessed a 2.75% convenience fee for using your credit card. Please click the box next to the acknowledgement statement and the click continue checkout button.
 - You will be directed to a screen where you will fill in your credit card information, and card holder information.
 - At the bottom of the screen there is an area to save this payment method for future use. This is optional; you are not required to use this option. It is provided as a courtesy to help expedite your checkout in the future.
 - Once you have entered the credit card and card holder information please click the continue checkout button.
 - This will bring up a screen that shows the pending payment. If the information is correct click the submit payment button.

- Once you click the submit payment button you will see a screen that shows “Transaction Approved”. This is your receipt for payment. You will receive an email of this same information at the address you set up when you set up your account.
- You also have an option to email another receipt to someone else as well as the option to view a printable receipt.
- **To pay by electronic check**, choose “enter new electronic check information” and click the continue checkout button.
- You will be directed to a screen where you will fill in your account routing and account number, account type and account holder name information.
- At the bottom of the screen there is an area to save this payment method for future use. This is optional; you are not required to use this option. It is provided as a courtesy to help expedite your checkout in the future.
- Once you have entered the account information please click the continue checkout button.
- This will bring up a screen that shows the pending payment. If the information is correct click the submit payment button.
- Once you click the submit payment button you will see a screen that shows “Transaction Approved”. This is your receipt for payment. You will receive an email of this same information at the address you set up when you set up your account.
- You also have an option to email another receipt to someone else as well as the option to view a printable receipt.
- You can sign out at this time or click the “Your Account” link at the top of the page to return to the parent dashboard. You will see the payment you just made under the “Your Recent Payments” area.