Directions to login and navigate CASHNet's HartfordPay site
Students

- Enter University ID in Login box
- Enter Self-Service Center PIN in Password box. If you cannot remember your PIN please contact SASC at 860-768-4999. They can reset it for you.
- Click Login button
  - This is the Student Dashboard. From here you can view recent activity on your account, make payments, view bills and add authorized payers to your account.
- To set up Parent PINs click the Add New link under the Parent PINs area of the dashboard.
- Please enter a Login Name (ex. Joe Smith) in the appropriate box.
- Please enter the email address for the person you are making an authorized payer.
- You can add a note that will be sent in the email that will be sent to the authorized payer. (Ex. Dad go here to set up an account to pay my bill at school.)
- The options for "Can this person login" and "Can this person get bill notification by email" default to yes. Please leave these at yes at this time. You can change it later of you do not want the person you set up to get email notification or you no longer want this person to be able to log in to make payment to you r account.
- Click OK
  - This will send an email to the person you entered. The email will look similar to this

  - Johnny Smith has created an account for you at University of Hartford.

    This is the link to get the new ebill. Sign up soon!!

    Your login information is:
    Login: Joe Smith
    Password: EtDI97eI (This password is case sensitive)

    To access the account, please click the link below:

    https://commerce.cashnet.com/hartfordpay?LT=P

    (If clicking the link does not work, please copy and paste the information into your browser.)

  - By clicking the link in the email, the authorized payer will be direct to the CASHNet site to set up their pay account. Once logged in the authorized payer can see account information, 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 any valid email address.

- To make a payment or deposit to your student account, please click the link provided in the "Your Account" area of the dashboard or click the make a payment link at the top of the page.
  - 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.
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- 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.

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