



Parent/Guardian/Spouse Instructions for Access to Pay

Parent/Guardian/Spouse Instructions:

Before beginning this process, it is best to be on a computer or laptop with a stable internet connection.

It is not advisable to go through this process on a phone or tablet.

1. Locate the email from **cash** titled ***Student Name* has created an account for you at Pittsburg State University**.
 - a. If you do not see this email check the Junk/Spam folders
 - b. If you still do not see this email have your student resend the invitation
2. The email should state the following or something similar:

Student Name has created an account for you at Pittsburg State University
Your new login information is:

Parent PIN: *parent's email address*

Password: *the password you have been assigned*

To access the account, please click the link below:

<https://commerce.cashnet.com/pittstatepay?LT=P> (or something similar)

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

3. When you click the link, you will be asked to log in.

- a. Username: This will be the Parent PIN from the email you received
 - b. Password: This will be the Password from the email you received
4. You will be prompted to change your password.
 - a. There will be a pause before the next page loads.
 - b. Wait for the page to refresh. **DO NOT CLOSE THIS WINDOW**
 - c. Make sure to keep this password and your username somewhere safe and easy to locate it will be needed later
5. Select what email notifications you would like to receive
 - a. Payment Plans
 - b. Statements
6. Click **Continue** in the lower right part of the screen.
7. You may now make payments, view statements, enroll in payment plans and/or setup automatic payments, and save payment methods
8. To make future payments, go to <https://www.pittstate.edu/office/cashier> and chose **Payer Access Payment**
9. Click on **Payer Access Portal**
10. Login using your username from the email your received and the password from step 4
11. Select **Make a Payment**
12. When finished, make sure to **Sign Out**