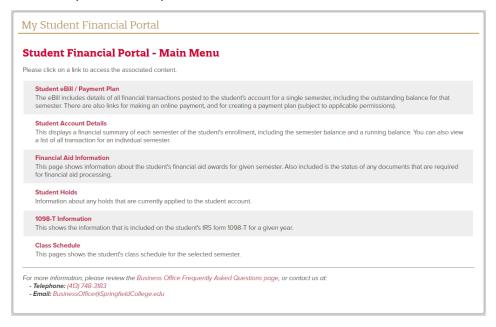
Using the Parent Portal

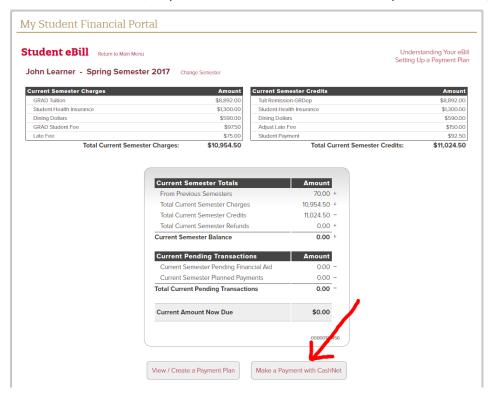
Setup Parent/Guest Account in CashNet

Students should follow this procedure for creating a parent and/or guest account in CashNet. This account can be used by the parent/guest to make online payments to your Springfield College student account.

- 1. Login to PrideNET, and click the "My Profile" tab along the top.
- 2. If necessary, click the "My Student Financial Portal" link.



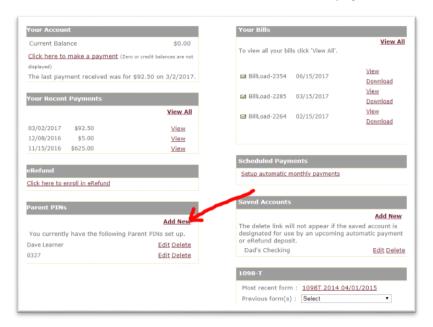
3. Click on "Student eBill / Payment Plan", and select a semester / year to retrieve your eBill.



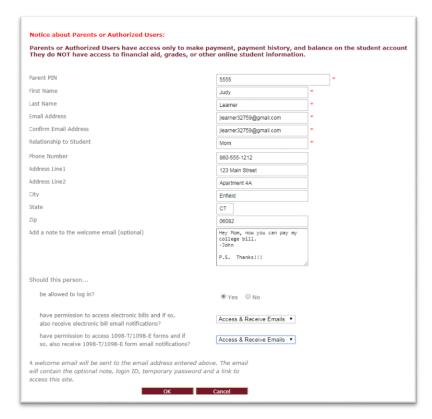
4. Click the "Make a Payment with CashNet" button, located just below the summary section.

Using the Parent Portal

5. Click the "Go To CashNet" button at the bottom of the page.



6. In the "Parent PINs" section, click the "Add New" link.



7. Fill in the online form and click the "OK" button to complete the process.

Notes:

• We are planning to replace this feature with a new Online Payment mechanism that will allow parents and guests to make a payment to your account without requiring advance setup by the student. This new feature should be in place around to the start of the Fall, 2017 semester.