Overview
This guide demonstrates how to view your student's account balance and make payments for your student as an Authorized User.

Note: Your student must first login to MySJSU and set up an authorized user. After this has been done, you will receive an email saying you have been given access. You will not be able to view your student's class schedule or grades.

An email message containing your user name and password displays.

1. Click the link in the email message.

SPARTAN VU has created an account for you at San Jose State University (Training).

Your login information is:
Parent Username: MOM
Password: zScGFhSbS

To access the account, please click the link below:
https://commerce.cashnet.com/sjsupayto?LT=P
(if clicking the link does not work, please copy and paste the information into your browser.)

The SJSU Student Account Online page displays.

2. Under Parent Username, enter your Username and Password.

3. Click the Login button.
The Profile Setup page displays.

4. Enter the requested information. (See Field Descriptions below.)

5. Click the Continue button.

Field Description List: Profile Setup Page (above)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Password</td>
<td>Password you received in the email.</td>
</tr>
<tr>
<td>Enter New Password</td>
<td>Must be at least 8 characters, including 2 letters and 2 non-letters.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Retype your password.</td>
</tr>
</tbody>
</table>
6. Select a **Secret Question** from the dropdown menu.

7. Enter the answer.

8. Click the **Submit** button.

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**The If You Forget Your Password page displays.**

6. Select a **Secret Question** from the dropdown menu.

7. Enter the answer.

8. Click the **Submit** button.

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**The SJSU Student Account Online displays.**

9. Click the **Click here to make a payment** link.
The Student Account Online page displays.

10. Review the payments due.
11. Select the bill you want to pay by clicking its link.

The Student Balance box displays.

12. Enter the amount you want to pay.
13. Select the Term from the dropdown menu.
14. Review the payment information.

15. Click the **Make Another Payment** button if you want to make another payment.

16. When you are ready to pay, click the **Checkout** button.

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**The Select Method of Payment page displays.**

17. Select **Enter new credit card information**, or if you have credit card information saved, you can select **Use my ...**

18. Click the **Continue Checkout** button.
19. If you selected **Enter new credit card information**, a page displays where you can enter this information.

20. You can name this card so that it will be available for future use.

21. Click the **Continue** button.

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**Field Description List: Credit Card Billing Information Page (above)**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name</td>
<td>Name as it is shown on the credit card.</td>
</tr>
<tr>
<td>Credit Card Number</td>
<td>A 16-digit credit card number. Do not use spaces or dashes.</td>
</tr>
<tr>
<td>Expiration Month</td>
<td>Use the dropdown menus to select the credit card expiration month.</td>
</tr>
<tr>
<td>Expiration Year</td>
<td>Use the dropdown menus to select the credit card expiration year.</td>
</tr>
<tr>
<td>Address</td>
<td>Billing street address for the address on file with the credit card.</td>
</tr>
<tr>
<td>City</td>
<td>Billing city for the address on file with the credit card.</td>
</tr>
<tr>
<td>State/Province/Region</td>
<td>Billing state, province or region for the address on file with the credit card.</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
<td>Billing Zip Code for the address on file with the credit card.</td>
</tr>
<tr>
<td>Country</td>
<td>Billing country for the address on file with the credit card.</td>
</tr>
</tbody>
</table>
A new window opens and the CASHNet SmartPay home page displays.

22. Review the assessed Service charges and the terms and conditions.

23. Check the box to indicate that you have read and acknowledged the terms and conditions.

24. Click the Continue Checkout button.

25. Email Address: Enter the email address to which you want your receipt delivered.

26. Click the Continue Checkout button.
The Credit Card Billing Information page displays.

27. Click the Submit Payment button.

You will receive a receipt at the email address you supplied.