Payment and Billing Instructions Using CashNet Web Based Provider

We are pleased that you have chosen Harding University. Harding has selected CashNet as our web-based, paperless billing, payment and installment plan provider.

Please read the instructions below and follow the links to access and use the Cashnet system:

Students Only:

1. Log in at https://pipeline.harding.edu
2. Select the Student Bar
3. Select Payments(CashNet)
4. Select Make a Payment
5. Student will now be connected to the CashNet system and screens
6. Students – to allow parents access to your account
   a. Log in as directed above to the CashNet System
   b. Select Add New under Parent Pins
   c. Assign a simple username for parent and enter parent’s email address
   d. An email containing a password, username and site address will be emailed to the parent.
   e. Multiple parents or other individual access may be created.

Parents Only:

1. Once you receive the email from CashNet, log in to https://commerce.cashnet.com/hardingpay using your username and password from the email. Usernames must be entered as created and passwords are case sensitive
2. Change password and record username and password for future use
3. If parent has more than one student at Harding, each student must follow the above procedures to set up a parent username and password and parent will log into each account separately.
4. Parents will always use this website to view statements and make online payments
   Parents: If you forget your password, your student must reset your password.
   Student will follow steps 1-6a in Students Only section above.
   Select Edit under Parent PINs
   Select Reset Password at bottom of page
   Select Continue
   The parent will receive an email containing the link to CashNet with a temporary password, either in the inbox or spam folder.

Billing Statements:

1. Statements may only be viewed electronically, saving paper, printing and postage
2. Statements will be processed the first of each month during the term
3. An email will be sent to each student when statements are ready to be viewed
4. Parents will also receive the email if a parent pin and email address has been created by the student
5. The email will direct the student and/or parent to log in to the CashNet site to view the statement
6. The statement is only current as of the billing date on the statement. New entries will appear on the next statement
7. Reminder emails are sent if the statements are not viewed by either the student or the authorized user.
8. Emails will not always be sent if the account does not have a balance due, but the statement will be available on line

Payments On Accounts:

1. Log into CashNet site---Students through pipeline, parents using parent pin and username at https://commerce.cashnet.com/hardingpay
2. Select Account Balance Link-Click here to make a payment
3. Enter Amount of payment and add to shopping cart and proceed to checkout
4. Select payment method—electronic check or credit card and continue to checkout
5. Electronic checks do not have a fee, credit card fees are 2.75% of payment
6. Fill in banking or credit card information and continue to checkout—please enter numbers carefully
7. You may save your banking or credit card information for your next payment or reenter each time
8. Payment will show immediately on the student account but will not withdraw from your bank account until the following day—please be sure funds are available before submitting the payment
9. All major credit cards are accepted

Installment Payment Plan Enrollment USING CASHNET:

1. Log into CashNet site---Students through pipeline, parents using parent pin and username at https://commerce.cashnet.com/hardingpay
2. Select Installment Payment Plan Link
3. Follow links to enroll
4. Enrollment fee is $25.00 and must be paid at enrollment
5. Payments will be due the first of each month and reminder emails will be sent
6. Payments may vary as charges are added to the accounts by your student during the term
7. Payments should be made each month using the installment payment link
8. Failure to make the full monthly payment on time will incur a $35.00 penalty

Auto Payments for Payment Plans:

1. Auto Payments are optional and are not the same as using your personal bank bill paying process
2. Auto payments using credit card or electronic check MUST be set up each term
3. After completing payment plan enrollment, save banking or credit card information
4. Select Auto Payment Option
5. The amount of the payment may vary if charges are added to the account by the student
6. If banking or credit card information changes, payments may not be processed as expected resulting in a late fee of $35.00
7. It is the responsibility of the customer to update banking or credit card information as it changes
8. It is the customer’s responsibility to verify that the payment was made by checking the Business Office Account on line or checking your bank statement. Payment may also be verified on the CashNet Web page under recent payments.
9. Credit card fees and electronic policies apply to auto payments

If Payment Plans Are Not Desired:

Account is due in full by September 1 and February 1. Additional charges or fees may be added during the term and are due as billed each month on line. It is the student and/or parents responsibility to view the statement each month for any changes in the account. Any accounts that are not paid in full will incur interest at 5.5% per annum compounded monthly until paid.

Proxy Accounts:

Students have the option of creating Proxy accounts for parents or other authorized users. Proxy is a separate process for viewing Financial Aid, Grades, Student Holds, Account Summaries and Emergency Contacts. Students should set up both types of accounts if they wish anyone else to view their information.

After a student has created a parent pin or authorized user for a Cashnet Account and a Proxy Account, log in to the Cashnet portal will be available both ways.

A link is available on Proxy to access the Cashnet portal to view statements and make payments or use direct access on the web at https://commerce.cashnet.com/hardingpay Either option will require a username and password

Thank you for choosing Harding University. Any questions should be directed to the office listed below.
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