# NEW WebAdvisor Link to Make Payments on Student Accounts

The "Make a Payment" link is now active under the "Financial Information" section of the student's WebAdvisor account.

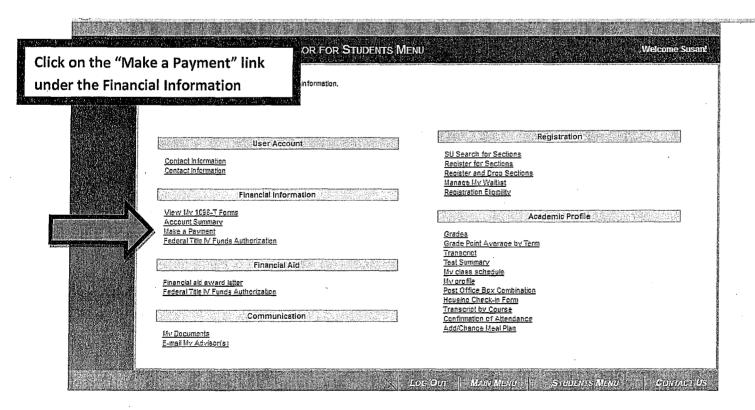
This link should be used to connect to the HigherOne page to do the following things –

- View your account balance by term & make an ACH or Credit Card payment
- View your recent payments made on-line
- Set-up & manage up Parent or Authorized user PINs
- Manage any saved ACH or credit card payment methods

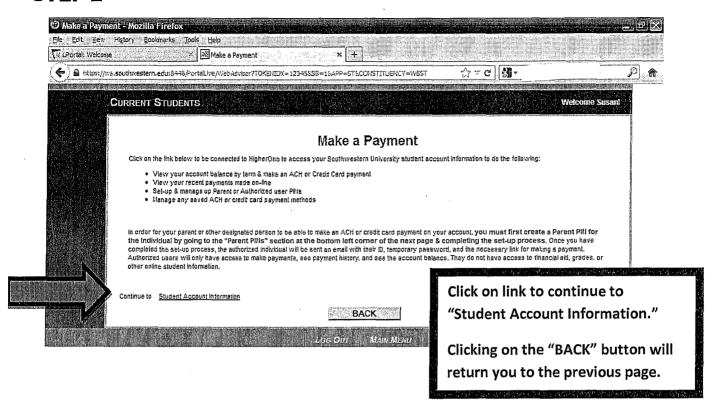
## Students Must Set-Up a Parent PIN to allow Parents to Make a Payment -

In order for your parent or other designated person to be able to make an ACH or credit card payment on your account, you must first create a Parent PIN for the individual by going to the "Parent PINs" using the instructions below. Once you have completed the set-up process, the authorized individual will be sent an email with their ID, temporary password, and the necessary link for making a payment. Authorized users will only have access to make payments, see payment history, and see the account balance. They do not have access to financial aid, grades, or other online student information. If you have any questions, please contact the Business Office at 512-863-1928 or studentaccounts@southwestern.edu.

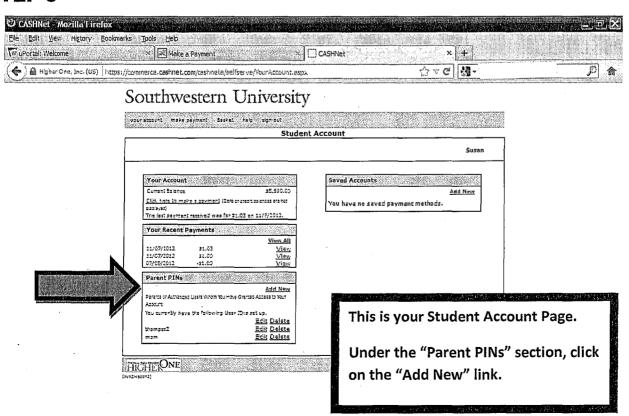
#### STEP 1.



#### STEP 2 -



### STEP 3 -



#### STEP 4 -

# Southwestern University

Enter the "User ID" that the parent or authorized payer will use and his/her email address twice for confirmation. The email address is required to send the login information to the parent. If desired, you can add a note that will be sent with the welcome email. Finally, select "Yes" to allow the person to log on and enter your WebAdvisor password for security purpose. Click on OK.

Email Address	udent account.
Email Address mon-Bynesex	
AT WELL AND A STATE OF THE STAT	
Confirm Email Address ನಾರಗಾವಿಕ್ಕಾರ್ಡಿಯ	
add a note to the welcome email (optional)  This is your log on information to make gayments.	
should this person	
be allowed to log in?	
o ensure security, please re-enter your password nat you used to login to this site	
welcome email will be sent to the email address entered above. The mail will contain the optional note, login 1D, temporary password and a nk to access this site.	

#### STEP 5 -

দিলো webpayments@myschool.edu 🕮

Subject Southwestern University Student Accounts: NEW ACCOUNT NOTIFICATION

To

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Susan

has created an account for you at Southwestern University.

Your login information is:

User ID:: mom

Password: NR6EX9abc

To access the account, please click the link below:

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

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

An email will then be automatically sent to your new authorized user/parent with his/her log on information and the payment link.