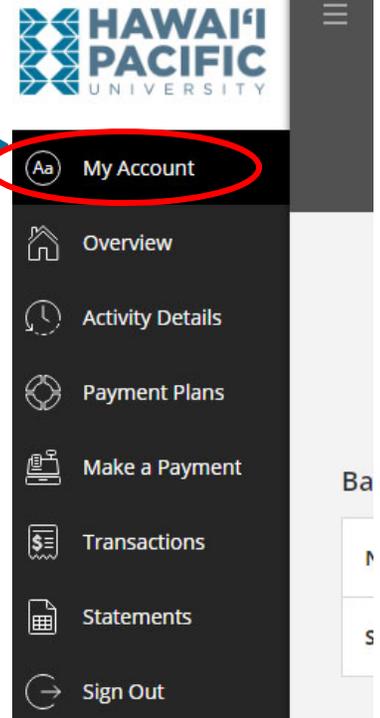
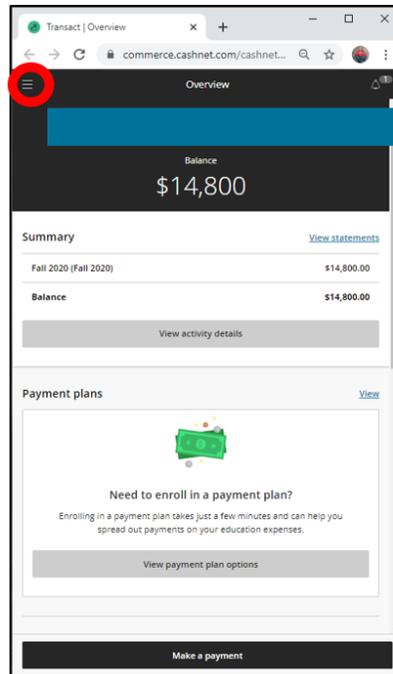
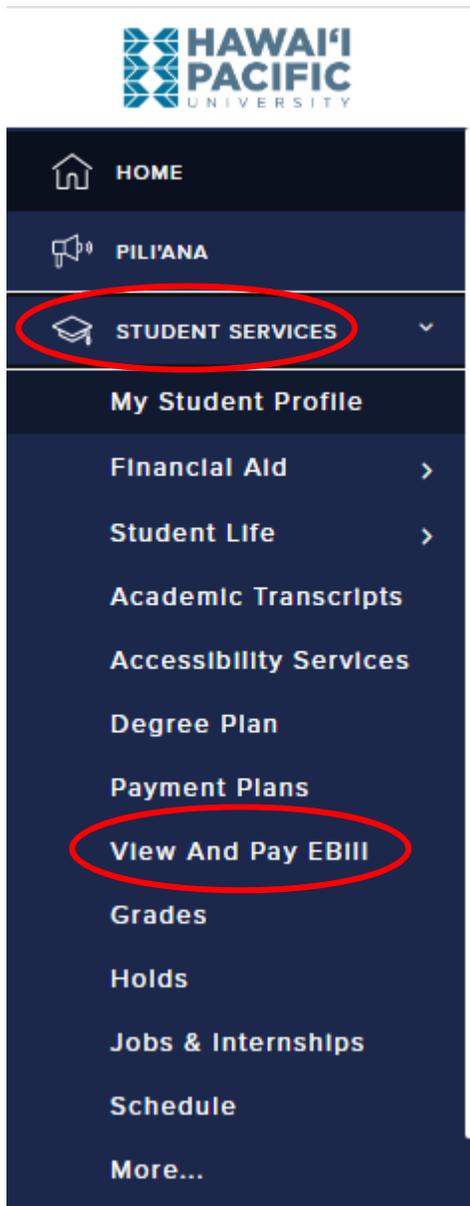


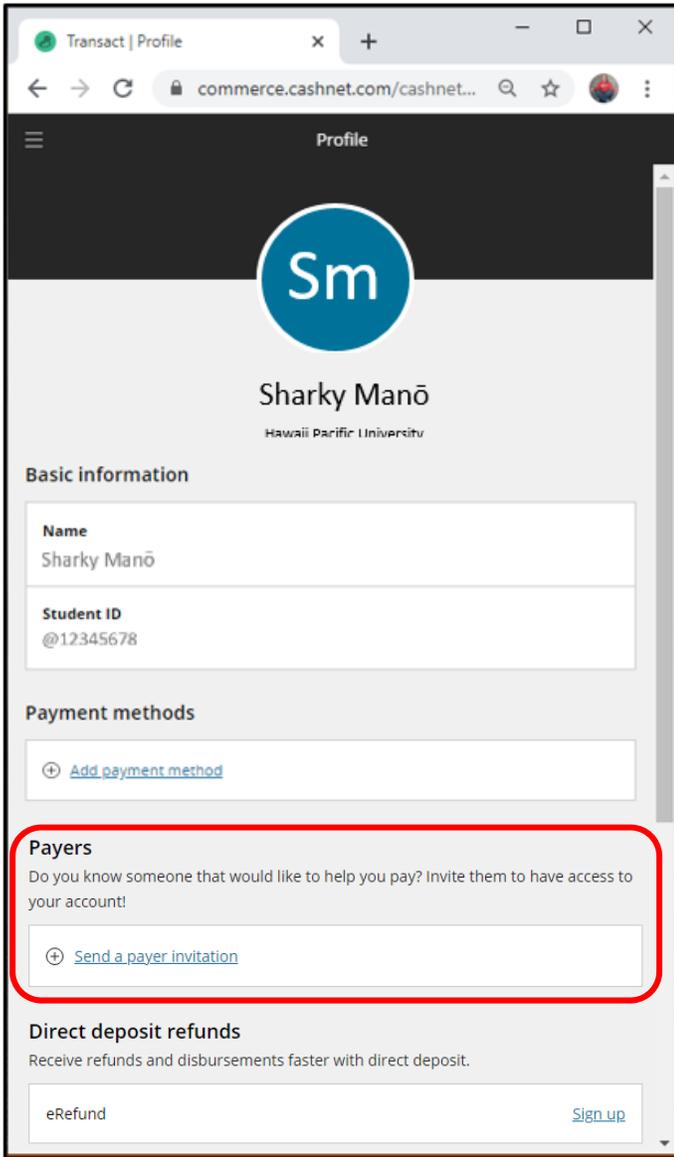
STUDENT

Step 1: Log in to MyHPU. On the left menu, expand Student Services, then click on View and Pay eBill.

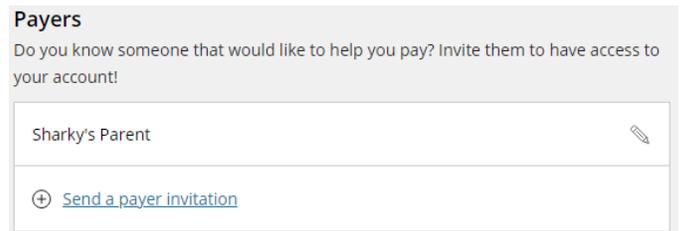
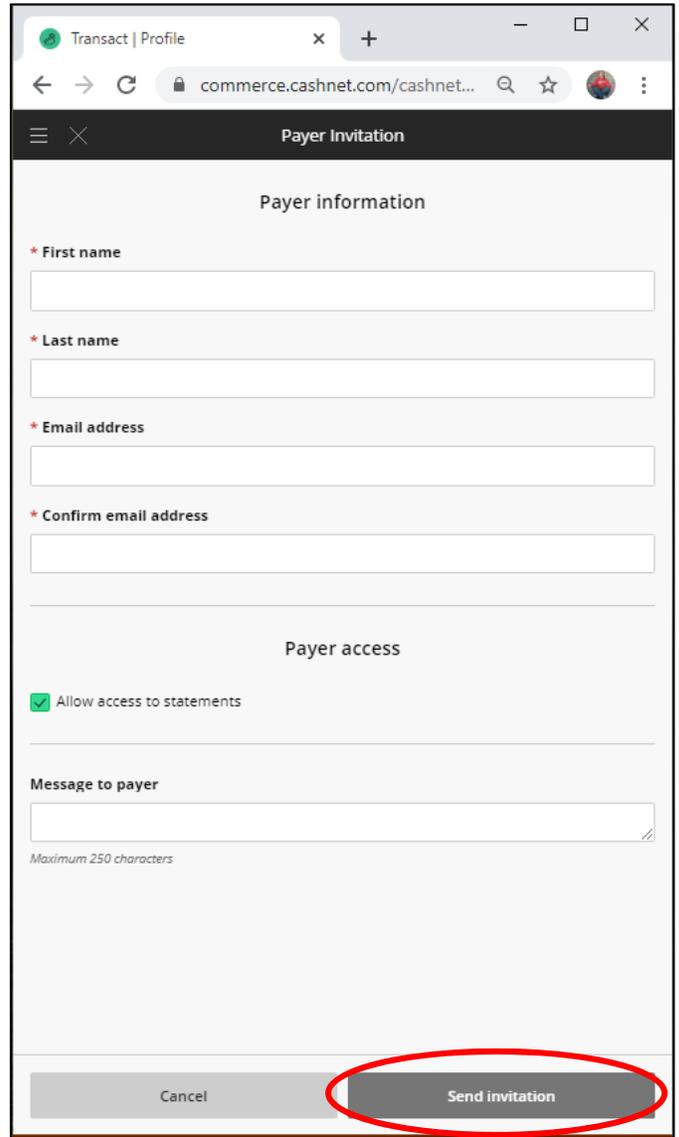
Step 2: You should now be in the Cashnet site. Expand the menu in the top left and click on My Account.



Step 3: Scroll down to the Payers section, and click on the Send a payer invitation link.



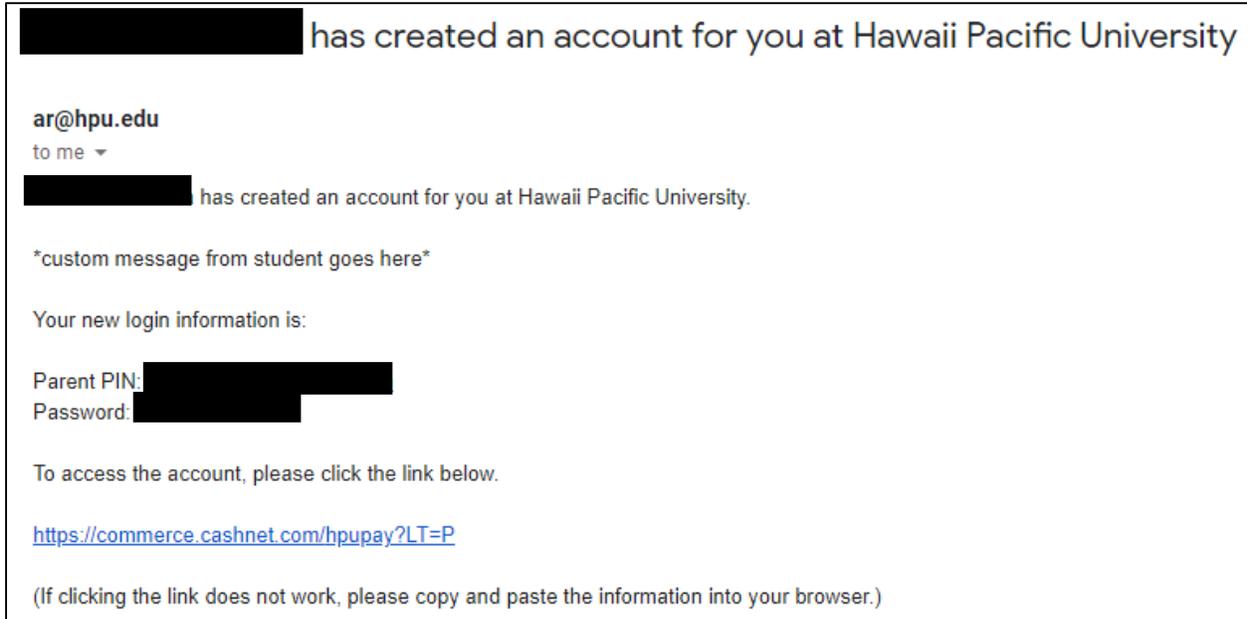
Step 4: Fill out the information requested, then click Send invitation. The payer should now be added to the list of payers.



PAYER

Step 1: Check your email and open the email from ar@hpu.edu.

NOTE: If you do not see the email, please check your spam/junk email folder and be sure to mark ar@hpu.edu as a safe contact for future emails.



[Redacted] has created an account for you at Hawaii Pacific University

ar@hpu.edu
to me ▾

[Redacted] has created an account for you at Hawaii Pacific University.

custom message from student goes here

Your new login information is:

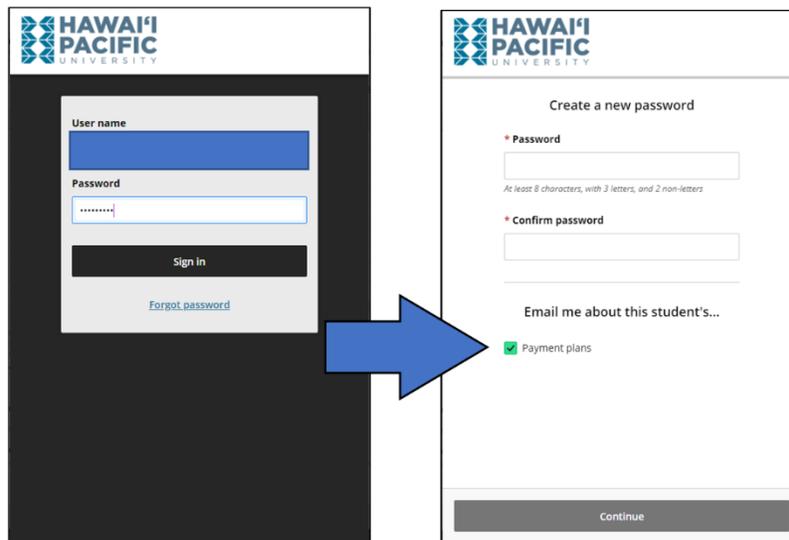
Parent PIN: [Redacted]
Password: [Redacted]

To access the account, please click the link below.

<https://commerce.cashnet.com/hpupay?LT=P>

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

Step 2: Follow the instructions in the email to access your account and change your password.



The first screenshot shows the login page with fields for 'User name' and 'Password', a 'Sign in' button, and a 'Forgot password' link. A blue arrow points from this page to the second screenshot.

The second screenshot shows the 'Create a new password' page with fields for 'Password' and 'Confirm password', a checkbox for 'Email me about this student's...' (checked), and a 'Continue' button at the bottom.

Congratulations! You are now set up as a Payer. You will have access to your student's account activity and be able to make payments, set up a payment plan, and view monthly eBill statements (if allowed by the student).