

Cashnet Set Up Instructions

1. Go to [Cashnet, and after creating an account/signing in](#), select "View payment plan options.:"

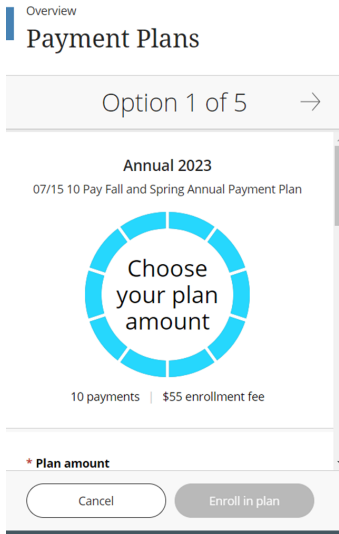


Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

2. A menu bar will appear on the right with 5 plan options that you can choose from. The SFS Office generally recommends the 10-month plan that runs from July 15 to April 15 or the 8-month plan that runs from August 15 to March 15:



3. Once you've selected the plan type you want to do, you'll need to manually type in the amount you wish to pay in the "Plan Amount" box.

Students have the option to finance the entire balance due or a partial amount, depending on their needs. If you are interested in an annual plan to pay for the whole balance due, remember to include the amount due for the Fall and Spring.

4. Once you've entered an amount in the "Plan Amount" box, scroll down, and click "Enroll in Plan."

5. You'll be brought to a new screen that will review the payment plan and the terms and conditions. Check off the box at the bottom, then proceed.

6. The last few steps are entering enrollment information and bill pay information. You have the option to set up autopay as well during these steps.

After you've enrolled, the Bursar will send a quick follow up email after she's verified the payment plan. Any questions or concerns may be forwarded to michelle.mcgaughey@montserrat.edu.