You will need your student Username and Password!!!
Access your student account online!

https://my.francis.edu

Log in (top right corner)
Click on ‘MyBill/FinAid’ in the middle of the page

What you can do:

1. View/Print a running list of all account transactions in real time:
   o ‘View My Current Student Account Transactions’
     ▪ This report takes a few minutes to run

2. View Statement
   o ‘View My Bill’
   o ‘Statements’ listed on the left hand menu will provide list of all statements generated
     ▪ They are generated the first week of the month and are a snapshot of what your account activity has been since your last statement.

3. Make a Payment
   o ‘Pay My Bill’
   o ‘Make a Student Account Payment’
   o Enter the Amount you’d like to pay
   o Add payment, Continue, Select payment method
     ▪ Electronic Check – No Service Fee
     ▪ Credit Card – 2.75% Service Fee

4. Sign up for E-Refunds
   o ‘Sign Up for direct deposit refunds’
   o ‘Continue’ under Terms and Conditions
     ▪ Enter Account and Routing number for your bank

5. Sign Up for a Payment Plan (Semester Based, $35/semester enrollment fee)
   o ‘Sign Up for a Payment Plan’
   o ‘Enroll in Installment Payment Plans’
     ▪ Enter the amount you want to set your plan up for

6. Give Someone Access to your Account
   o ‘Grant Additional User Access’
   o Click on your Name (profile)
   o Payer – Send a payer invitation
   o Enter user name and email
   ▪ Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.
**Parent** Username: __________________________  **Parent** Password: __________________________

**IF** your student has granted you access to their online account Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

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DO NOT USE LOGIN AT THE TOP OF THE PAGE!!

Click on the **Parents** tab across the top

Click on ‘View/Pay My Student’s Bill’ (right side of screen, under ‘Access to Cashnet’)

Enter **Parent** Username & **Parent** Password

What you can do:
Menu on left side of screen

1. View Statement
   - ‘Statements’
   - List of All Billing statements
     - They are generated the first week of the month and are a snapshot of what your account activity has been since your last statement.

2. Make a Payment
   - ‘Make a Student Account Payment’
   - Enter the Amount you’d like to pay, Add to Payment
   - Select payment method
     - Electronic Check – **No Service Fee**
     - Credit Card – 2.75% Service Fee

3. Sign Up for a Payment Plan (Semester Based, $35/semester enrollment fee)
   - ‘Enroll in Installment Payment Plans’
     - Enter the amount you want to set your plan up for