



## Making Your First Payment

Congratulations for being accepted into Hardin-Simmons University! Now that you have finished your enrollment process, you need to make the first payment before a certain date, otherwise, **your classes will get dropped!** For Fall Semester, the deadline is **August 1<sup>st</sup>**. Please see the steps below to make your first payment successfully. Remember that the bills take time to show up, so make sure you get registered early so you can know exactly how much you will need to pay.

### STEP 1 – Proceed and Log-in to HSU Central

Visit the HSU Central Website at <https://www.hsutx.edu/hsucentral/> and log-in with the credentials provided to you in your e-mail.

The screenshot shows the HSU Central website interface. At the top, there is a navigation bar with links for 'about', 'admission', 'academics', 'athletics', 'employment', and 'offices'. Below this is the Hardin-Simmons University logo and the tagline 'An EDUCATION Enlightened by Faith'. To the right of the logo, there are links for 'Blackboard', 'HSU Central', and 'Library', along with a search bar and a 'GIVE TO HSU' button. The main content area features a 'HSU Central' heading and a description of the services provided. A prominent green 'LOGIN' button is highlighted with a red box, and a red arrow points to it from the right. Below the main content, there is a 'Common Questions' section with a question about accessing HSU email. A small inset image shows a sample email notification with a red arrow pointing to the 'You have 2 Notifications' banner.

## STEP 2 – Proceed to CashNet Bill Pay

Locate the “CashNet Bill Pay” icon in the right side under the “Helpful Links” section of HSU Central.

The screenshot shows the HSU Central website interface. At the top, there are navigation tabs: Home, Academic Resources, Student Resources, and Course Schedule. Below these, the main content area is divided into several sections:

- My Week:** A calendar for July 2016 with the 25th highlighted. Below the calendar, there are daily event lists for Monday, Tuesday, Wednesday, and Thursday, all showing "No events".
- Announcements:** Two announcements are visible:
  - LaQuinta discount and rebate:** 2/2/2016 3:50 PM. Text: "Anyone in the HSU family (current or former faculty or staff, students, alumni, parents, donors) may use the Hardin-Simmons discount at LaQuinta Inns and Suites nationwide. As of February 1, 2016, our discount is 10%. In addition to the discount, the university receives a 5% rebate that goes to scholarships! To obtain the discount (and the rebate for HSU), you must use this link: <https://connect.hstx.edu/discounts>"
  - HSU PT Campus Clinic:** 1/7/2016 4:05 PM. Text: "The Department of Physical Therapy offers a PT Campus Clinic for HSU faculty, staff, retirees, students, Trustees, members of the Board of Development, and their family members. The clinic will be held most Fridays from 10:00 a.m. to 12:00 p.m. Evaluations can be completed but treatment requires a doctor referral. Donations of \$10.00 per visit are suggested for faculty & staff, students are FREE! Call to schedule an appointment at 325.670.5800."
- Campus News:** A section for news updates.
- Helpful Links:** A section on the right side containing several icons:
  - CashNet Bill Pay:** This icon is highlighted with a red box and a red arrow pointing to it from the left.
  - Cowboy Cash:** An icon for a cash service.
  - Blackboard:** An icon for the learning management system.
  - Library:** An icon for the university library.
  - follett:** An icon for the bookstore.
  - Atomic Learning:** An icon for a learning tool.
  - HSU ATHLETICS:** An icon for the university's sports teams.
  - HSU ALERTS:** An icon for university notifications.
  - REGISTRATION TUTORIAL VIDEO:** An icon for a video tutorial.
  - ResLifecentral:** An icon for residential life services.
- Self Service:** A section with a search icon and a help icon.
- Accepted Applicants:** A section with an upward arrow.
- Students:** A section with an upward arrow.
- Employee:** A section with an upward arrow.
- My Team Sites:** A section with expand and collapse options and a help icon.

## STEP 3 – Determining the Amount to Pay

When you click it, you will see the screen below. Here you will be able to see your balance, recent payments, statements, etc. The first thing you want to do is to check your balance. You can do it by clicking “Current Activity Detail.”

Balance on Account reflects balance before pending financial aid.  
 See Current Activity Detail to determine pending financial aid you can deduct from a term payment.  
 Go to Make Payment and either pay term balance in full or reduce the amount by the terms pending financial aid.

This information is accurate up to 07/25/16  
 Amount(\$)  
 Balance on Account 4,068.90

[Make Payment](#)

[Current Activity Detail](#)



**Your Recent Payments** [View All](#)

07/18/2016 \$308.25 [View](#)

**Parent PINs** [Add New](#)

You currently have no Parent PINs set up.

**Your Bills** [View All](#)

There are currently no bills for your account.

**Installment Payment Plans - Please set-up an account under saved accounts before enrolling**  
[Click here to enroll in your fall payment plan](#)

**Saved Accounts** [Add New](#)

The delete link will not appear if the saved account is designated for use by a current auto payment, recurring payment, or eRefund deposit, or if it has been used in a previous transaction.

MyCreditCard [Edit Delete](#)

When you open the window, you will see the breakdown of your charges and financial aids. Balance on Account does not account for Financial Aid!

ACCOUNT ACTIVITY DETAIL			
<b>Current Charges and Payments</b>			
16/S2 Block Tuition 2 Credits	07/05/2016	-1,340.00	-1,340.00
16/S2 15/16 Summer 2 Tuition	07/05/2016	2,010.00	670.00
16/S2 Institutional Family Grant	07/11/2016	-670.00	0.00
16/FA Activity (P.E.) Fee	08/22/2016	45.00	45.00
16/FA 15/16 Fall Tuition FT	08/22/2016	12,250.00	12,295.00
16/FA * PENDING * Big Country Scholarship ** \$-5,000.00 **	08/22/2016		
16/FA * PENDING * Heritage Scholarship ** \$-750.00 **	08/22/2016		
16/FA * PENDING * James Simmons Award ** \$-133.00 **	08/22/2016		
16/FA * PENDING * Institutional Family Grant ** \$-6,368.00 **	08/22/2016		

[Make a payment](#) [Print](#) [Close](#)

## STEP 4 – Saving A Payment Account

You're not required to save an account, but it will make it much easier to do future payments. You can add a credit card, debit card or other payment mediums to your account. To do that, click "Add New" under Saved Accounts.

**Balance on Account reflects balance before pending financial aid.**  
See [Current Activity Detail](#) to determine pending financial aid you can deduct from a term payment.  
Go to [Make Payment](#) and either pay term balance in full or reduce the amount by the terms pending financial aid.

This information is accurate up to 07/26/16  
Amount(\$)  
Balance on Account 4,068.90

[Make Payment](#)  
[Current Activity Detail](#)

**Your Recent Payments** [View All](#)

07/18/2016 \$308.25 [View](#)

**Parent PINs** [Add New](#)

You currently have no Parent PINs set up.

**Your Bills** [View All](#)

There are currently no bills for your account.

**Installment Payment Plans - Please set-up an account under saved accounts before enrolling**  
[Click here to enroll in your fall payment plan](#)

**Saved Accounts** [Add New](#)

The delete link will not appear if the saved account is designated for use by a current auto payment, recurring payment, or eRefund deposit, or if it has been used in a previous transaction.

MyCreditCard [Edit](#) [Delete](#)

### Select method of Payment\*

- Enter new credit card information. **(Your payments will be subject to a 2.75% service charge)**
- Enter new electronic check information. (Not subject to a service charge)

Cancel

Continue

Unless you have an account in a domestic US bank, you will need to enter a new credit card information. We will help you to get a checking account to avoid the 2.75% service charge once you arrive in Abilene for your future payments.

Please provide a name for this payment method to be saved for future use:  
 \* ex: 'MyCreditCard'

Cardholder Name  \*

Credit Card Number  \*

Expiration Month  \*

Expiration Year  \*

Address  \* Enter the address where you receive the bill for this card.

City  \*

State/Province/Region  \*

Zip/Postal Code  \*

Country

Card ID Code  \* Enter the three or four digit code from your card. [Help](#)



Enter your information and press continue. You will then be able to see it on the homepage as MyCreditCard.

### STEP 5 - Make A Payment

If you decide to not enroll in Auto Draft, you will need to make sure that you make the monthly payments yourself. To do that, click "Make Payment" on the home page of CashNet.

**Balance on Account reflects balance before pending financial aid.**

**See Current Activity Detail to determine pending financial aid you can deduct from a term payment.**

**Go to Make Payment and either pay term balance in full or reduce the amount by the terms pending financial aid.**

<b>This information is accurate up to</b>	07/26/16	
	<b>Amount(\$)</b>	
<b>Balance on Account</b>	4,068.90	

Description	Price	View
<b>Account balance 2015 Fall</b>		<a href="#">View Details</a>
<b>Account balance 2016 Spring</b>		<a href="#">View Details</a>
<b>ACTON Deposit</b>	\$4,500.00	<a href="#">View Details</a>
<b>Enrollment Deposit</b> Enrollment Deposit refundable until May 1st prior to the start term of your application.	\$300.00	<a href="#">View Details</a>
<b>PT Seat Deposit</b>	\$1,000.00	<a href="#">View Details</a>

[Make Payment](#)  
[Current Activity Detail](#)

You will be able to see your outstanding balance for the semester right there. Click the semester that you are paying for and enter the amount that your payment plan for the first month requires.

Your electronic signature will be your **Student ID**, not your name! For example, 0564928.

If you have any questions, please contact your International Counselor or the Office of Global Engagement and we will gladly help you!

## OPTIONAL – Enrolling in a Payment Plan

We provide an option to set up a payment plan. It will generate 4 equal payments of your outstanding balance that you can modify according to your liking. If you decide to pay more or less for some reason, the plan will adjust so you don't need to worry!

To do this, click on Fall Payment Plan on the right.

The screenshot displays a student account dashboard with several sections:

- Balance on Account:** Reflects balance before pending financial aid. See Current Activity Detail to determine pending financial aid you can deduct from a term payment. Go to Make Payment and either pay term balance in full or reduce the amount by the terms pending financial aid. This information is accurate up to 07/25/16. Amount(\$): 4,068.90. Links: [Make Payment](#), [Current Activity Detail](#).
- Your Bills:** View All. There are currently no bills for your account.
- Installment Payment Plans - Please set-up an account under saved accounts before enrolling:** Click here to enroll in your fall payment plan (highlighted with a red box and a red arrow pointing to it).
- Saved Accounts:** Add New. The delete link will not appear if the saved account is designated for use by a current auto payment, recurring payment, or eRefund deposit, or if it has been used in a previous transaction. MyCreditCard (with Edit and Delete links).
- Your Recent Payments:** View All. 07/18/2016 \$308.25 (with View link).
- Parent PINs:** Add New.

The screen will then show your balance, the 4 payments, when and also how much you need to pay for the first one. Once you agree to the terms and conditions, and put in your Student ID as an electronic signature, you will be enrolled in the plan.

Total Budget Amount: \$44.00

**What You Pay Now**

There is an Enrollment Fee of \$10.00 to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the total budget amount.

**What You Pay Later**

Listed below are the dates your installments will be due and the amount due for each installment:

Due date	Amount
Due 8/1/2016	\$11.00
Due 9/1/2016	\$11.00
Due 10/1/2016	\$11.00
Due 11/1/2016	\$11.00

The total amount you will pay later is \$44.00.

Please refer to the terms and conditions for information about non-payment, default, and right to accelerate.

**Terms and Conditions and E-Sign Disclosure and Consent**

Please read and indicate your agreement to the following terms and conditions by checking the agreement checkbox below.

**\*\*\*Terms and Conditions**  
The services provided are so that Hardin-Simmons University Students can access account information online and set up monthly payment via My Hardin-Simmons University Payment Plan. A one-time, non-refundable fee of \$10.00 will be charged when you enroll in the payment plan.

\* I agree to the terms and conditions specified above

**Student ID**

Electronic Signature:

[View Agreement](#)

[Cancel](#)

[Accept](#)

This payment plan will generate constant reminders for your monthly payments. It will cost an additional \$10 to set this up, but it might be helpful!

You are **not required** to use the **Auto Draft** function. With Auto Draft, the sum in your monthly payment plan will be automatically pulled from your saved account (credit card, debit card, etc).