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**Title: Payer Guide to Payments (Cashnet / Transact / Illumia).**

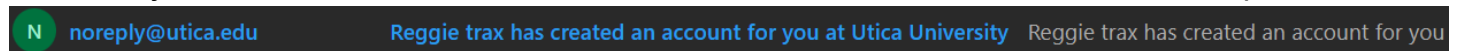
**Purpose:** These instructions will help guide you to the correct place to make payments to the University. This is intended for parents, guardians, and others who are making payments on a student's behalf, not the student themselves. Students [see this guide](#). Applicants or newly accepted students who need to pay any initial deposits or fees may be directed to pay using our portal at <https://connect.utica.edu/status> or [www.utica.edu/payment](http://www.utica.edu/payment).

**Prerequisites:**

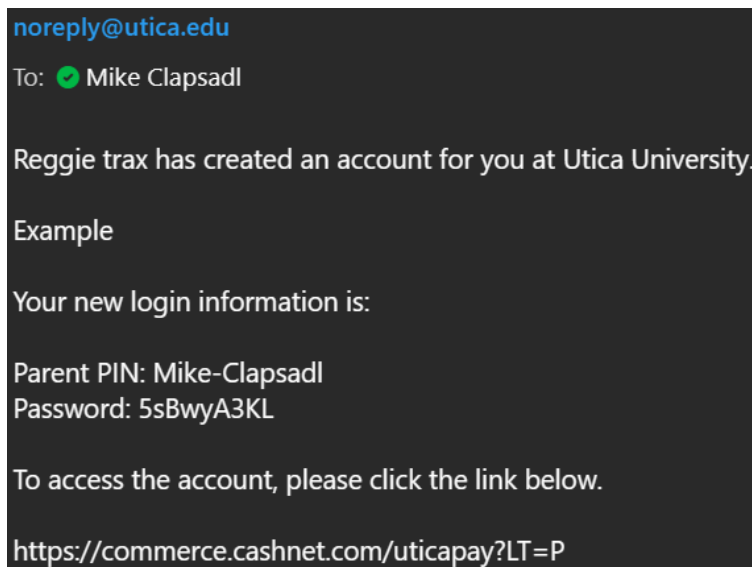
1. The student account holder must invite a payer to access their account.

**Accept Invite:**

As noted above, a Utica student will invite someone to be authorized to make payments on their account. When this has been done the payer will receive an email invite from [noreply@utica.edu](mailto:noreply@utica.edu) with a subject that includes the students name and that an account was created. Example:



Upon opening the invite email, you'll see the login "Parent PIN", temporary password, and the site you need to go to. Don't be confused by the "Parent PIN" wording, this is essentially your username for the site. Example:



Upon visiting the website, you should see a page like this:



**User name**  
Mike-Clapsadl

**Password**  
.....

Sign in

[Forgot password](#)

Enter the Parent Pin listed in the email in the User name field, and enter the password from the email as well, then click Sign In.

You will be prompted to change the password. Enter a password of your choice in both boxes.

### Create a new password

\* Password

*At least 8 characters, with 3 letters, and 2 non-letters*

\* Confirm password

Email me about this student's.

Payment plans

Statements

### Login:

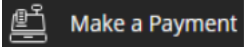
- Visit this site if you aren't already there: <https://commerce.cashnet.com/uticapay?LT=P>
- Sign in using the username provided in the invite email as "Parent PIN" and the password you

setup on your first login to the system.

- If you do not know the pin or password use the Forgot Password link on the page to reset it. Alternatively, the student can remove you as a payer and readd you if your access is not working.

### **Individual Payments:**

Make an individual payment by using the “Make a Payment” menu on the left side. If you wish to setup a payment plan, scroll down to further instructions below.



Choose the item you wish to pay. In the side bar that appears, enter the amount you wish to pay and an optional memo. At the bottom press “Add to payment”.

**Enter an amount**

**Memo**

Repeat this process if needed for other available items.

When ready to pay, click Checkout

**Payment** 1 item **\$300**

You will not see payment methods here that the student has setup themselves but you can add your own. Add a credit card or bank account if one is not already present or if a former payment method has expired. Bank Account is recommended and avoids credit card processing fees.

**\* Account type**

Checking  
 Savings

**\* Routing transit number** ⓘ

  
**\* Bank account number** ⓘ      **\* Confirm bank account number**      

If you are unsure of the bank routing number or account number; click the information symbol for details on how to find this on a check, or get this information from your bank website or app.

When done adding a payment method, select the payment method and click Continue.

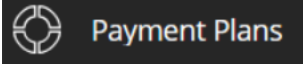
Review the information and if all is correct, press the Pay button at the bottom.

*Secure encrypted payment*

### **Payment Plans:**

We offer an option to pay the semester balance over the course of the semester. A down payment (one fifth of the semester balance) and a \$75 enrollment fee is due initially. For a Fall term the initial payment is required before July 10<sup>th</sup>, with 4 equal installments being due in August, September, October, and November. For a Spring term the initial payment is due by January 1<sup>st</sup> with installments due in February, March, April and May.

To set this up, click the Payment plans menu on the left side.



Follow instructions listed, which may vary.