

# Student Accounts Department

## ELECTRONIC CHECK PAYMENTS

Electronic check payments are the fastest, easiest and most convenient way to process a payment to Xavier University. Students can utilize a traditional checking or savings account to make the electronic payment utilizing CASHNet. CASHNet is the University's new online billing and payment processor. For further details on CASHNet see [What is CASHNet](#). CASHNet will not accept payments from money market accounts, investment accounts or home equity lines of credit. Such payments must be remitted as a check through the mail or in person.

### How to Pay with Your Checking or Savings Account:

Step	Description
1	Log into Banner Web, and enter your User ID# (Student ID#) and Pin and then click "Logi
2	Click on "Tuition and Fees Online Payments"
3	Click on "Make a Payment".
4	Enter the Payment Amount in the appropriate term and then click "Continue".
5	Select "New bank account".
6	Enter account holder name, select account type (i.e. checking or savings), enter the routing transit number, bank account and confirm the bank account number by re-entering. Please note that in this step you have the option to save the banking information for future use by providing a name for the payment method; and then click "Continue".
7	Review the "terms and conditions" of the CASHNet Transact Campus, Inc. User Agreement and click to check the indicator box; then click "Continue"
8	Review the information and click on "Pay \$".

The University will absorb the processing costs of utilizing CASHNet for the Fall 2020 Semester.

### QUESTIONS?

Please [Contact a Student Accounts Representative](#) if you should have any questions regarding electronic check payments.