

Making a payment in GullNet (CashNet)

Students use GullNet to make tuition and other payments to SU. Parents can use Cashnet to pay, either as an Authorized user (set up by your student) or as a Guest payer.

For more information on payments please see [Payment Methods](#).




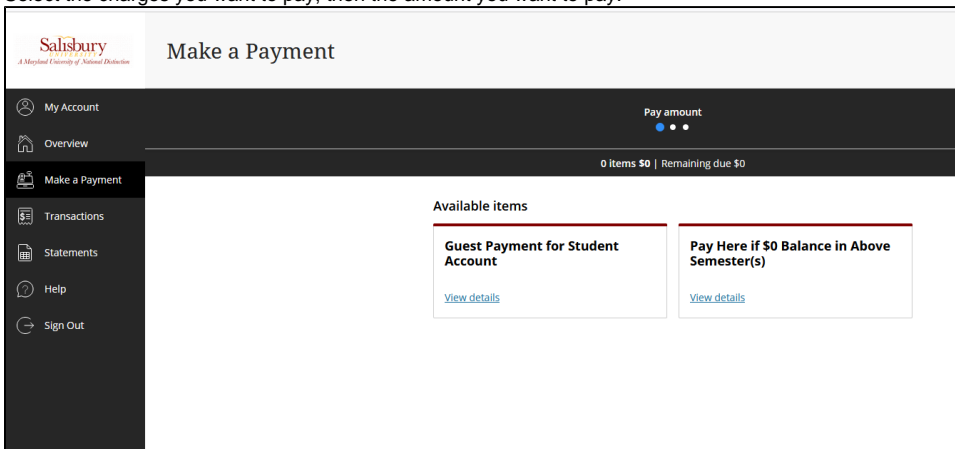
Popup blockers

You may need to [disable popup blockers](#) in your browser in order to make payments.

Student Payments

Students will login to GullNet to access your payment options.

1. Log in to [GullNet Login](#) with your user name and password.
2. Click on **NavBar**  **Menu>Bills/Payments/PayPlans/Refund**.
3. Go to Your Account and click "Make a Payment".
4. Choose Your Account Balance and then click "Continue Shopping".
5. Select the charges you want to pay, then the amount you want to pay.



6. Follow the prompts to complete the payment.

Paying as a parent

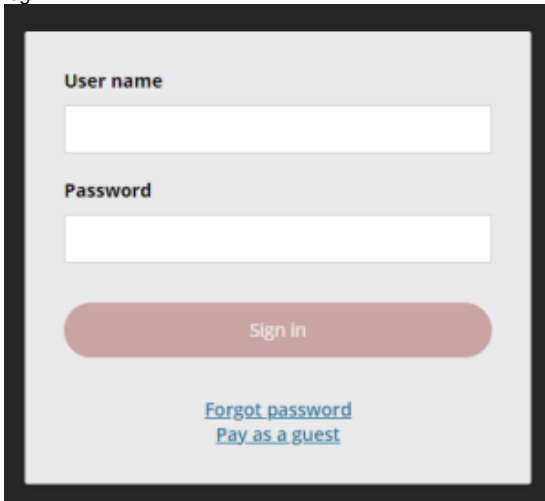
Parents have two ways to pay, as a guest payer, or as an authorized user. We'll cover the simplest one first: guest payer.

Guest Payers

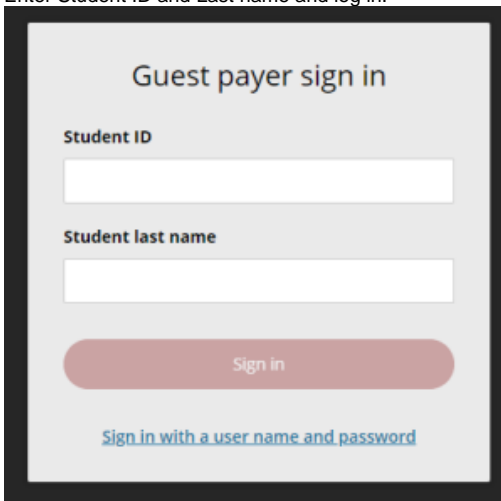
Anyone can use Cashnet and pay as a guest. You'll just need the last name and Student ID number (also called EMPLID) of the student whose bill you're paying. The Student ID number can be found on the front of the GullCard, and on many correspondences from admissions.

1. To make a payment, open https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD in a web browser.

2. On the login page, click the link that says "Click here if you are paying as a guest. You will need the student ID and the students last name to login."

A screenshot of a standard login form. It has a light gray background with a white border. At the top, it says "User name" above a white text input field. Below that, it says "Password" above another white text input field. In the center, there is a red rounded rectangular button with the text "Sign in". At the bottom, there are two blue links: "Forgot password" and "Pay as a guest".

3. Enter Student ID and Last name and log in.

A screenshot of a "Guest payer sign in" form. It has a light gray background with a white border. At the top, it says "Guest payer sign in" in a larger font. Below that, it says "Student ID" above a white text input field. Below that, it says "Student last name" above another white text input field. In the center, there is a red rounded rectangular button with the text "Sign in". At the bottom, there is a blue link that says "Sign in with a user name and password".

4. Enter term to pay and amount.

For help with guest payment, please contact the [Cashier's office](#) for assistance.


Authorized Users

Alternatively, parents can be added to GullNet as an "authorized user" to make payments, view electronic bills, tuition payment plans, email notifications and text messages. The student will need to set this up for you in GullNet, and becomes your "admin" if there are password or other issues.



Note: Authorized user accounts are created and managed by the student within their GullNet. Neither the Cashier's office nor the Technology Support Center have access to view or manage these accounts. If you have an issue with your authorized user account, your student should edit the account as listed below.

To add a parent as an authorized user

1. As a student, sign into [GullNet](#) with your SU username and password..
2. Click **NavBar**  **>Menu>Bills/Payments/PayPlans/Refund**

3. Select **Send a payer invitation**

My Account

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Payer access

☒ Allow access to statements

Message to payer

Thanks Mom & Dad!

Maximum 250 characters

Cancel Send Invitation

4. Fill out the information requested. The guest payer will receive an email with the username, a temporary password and link to finish setting up the account.

5. Students who need assistance with adding a parent as an authorized user can contact the [Cashier's Office](#) for assistance.

Once the parent has been added as an guest payer and received the email, they should click on the link and enter their username and their temporary password.

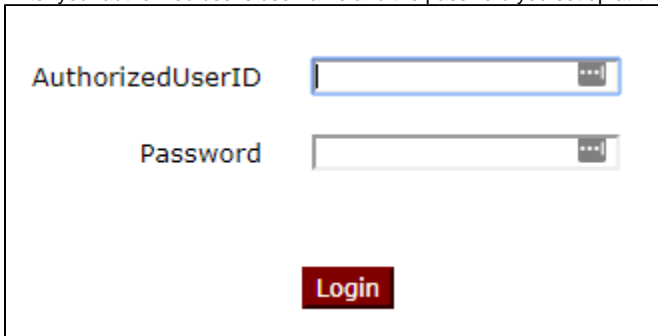
1. Create a new password and a security question.
2. The parent will then be directed to the student account.
3. Guests should add https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD to their bookmarks for easy access.

Paying a bill as an authorized user

Once you have been added as an authorized user, you can make payments using your new authorized user account.

1. Go to https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD in a web browser if you haven't set it as a bookmark or favorite already. Now would be a good time to do that, if you haven't.

2. Enter your authorized user's username and the password you set up at the login screen.




A login form with two input fields. The first field is labeled "AuthorizedUserID" and the second is labeled "Password". Both fields have a small icon of three dots on the right side. Below the fields is a red button labeled "Login".

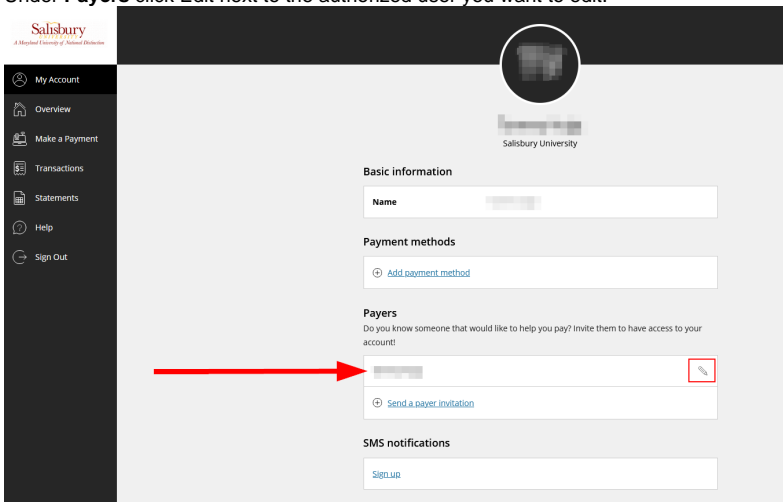
3. Click "make a payment" and follow the prompts to complete payment.

Authorized user password or account issues

If you are having problems with your password logging in, first try a different browser. If that doesn't work, click Forgot Password and then enter your authorized user's username or the email address where you received your temporary password. Answer the security question you provided and then follow the instructions to reset the password.

If both of those options fail, then your student will need to reset your account for you.

1. As a student, log into [GulNet](#) with your SU username and password.
2. Click **NavBar**  **Menu>Bills/Payments/PayPlans/Refund**
3. Under **Payers** click Edit next to the authorized user you want to edit.



A screenshot of the Salisbury University account management page. The page has a dark sidebar on the left with the following menu items: My Account, Overview, Make a Payment, Transactions, Statements, Help, and Sign Out. The main content area is light gray and contains a profile section with a circular profile picture and the text "Salisbury University". Below this are three sections: "Basic information" with a "Name" field, "Payment methods" with an "Add payment method" button, and "Payers" with a sub-header "Do you know someone that would like to help you pay? Invite them to have access to your account!". The "Payers" section has a table with one row containing a redacted name and a red "Edit" button. A red arrow points to the "Edit" button. Below the table is a "Send a payer invitation" button. At the bottom is an "SMS notifications" section with a "Sign Up" button.

4. On this screen, you can edit settings, remove the payer, or resend an invitation(this will reset the password).

My Account

Payers

Payer information

Name

Email address

@comcast.net

Payer access

☒ Allow access to statements

Remove payer

Resend payer invitation

This will also reset the payer's password.

Cancel Save

5. Students who need assistance with adding a parent as an authorized user can contact the [Cashier's Office](#) for assistance.

Related articles

- [GullNet and Peoplesoft](#)
- [Gullnet Printing Issue - Blank Pages or Missing Information](#)
- [Obtaining Course Evaluation Results in GullNet](#)
- [Making a payment in GullNet \(CashNet\)](#)
- [GullNet and Peoplesoft FAQs](#)

Related issues