

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](#).



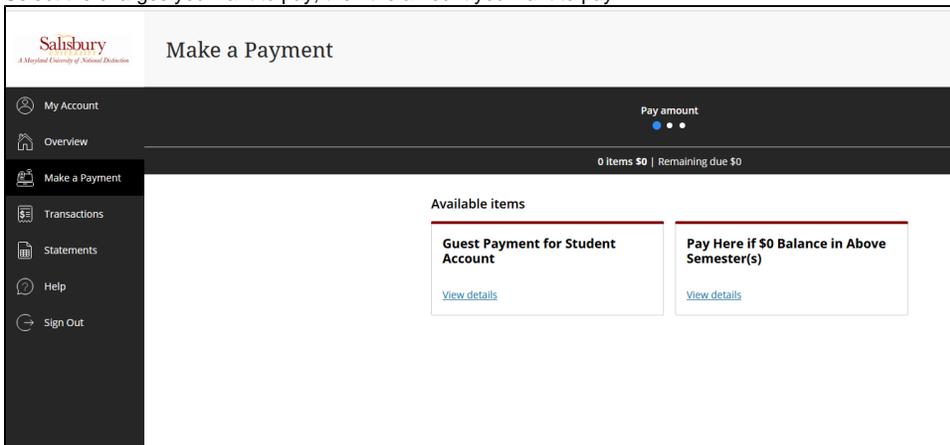
Popup blockers

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

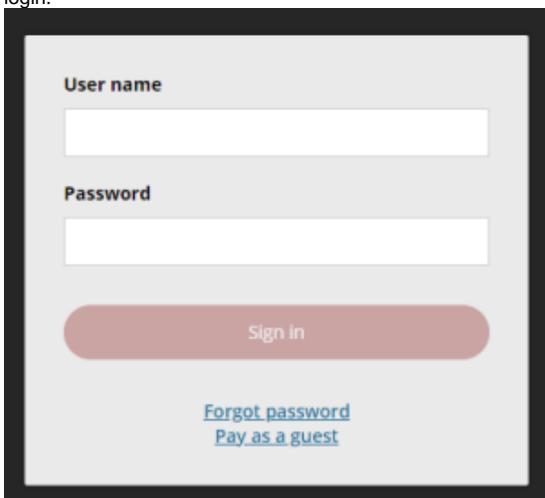
Parents have two ways to pay, as a guest payer, or as an authorized user. We'll cover the simplest one first: guest payer.

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.

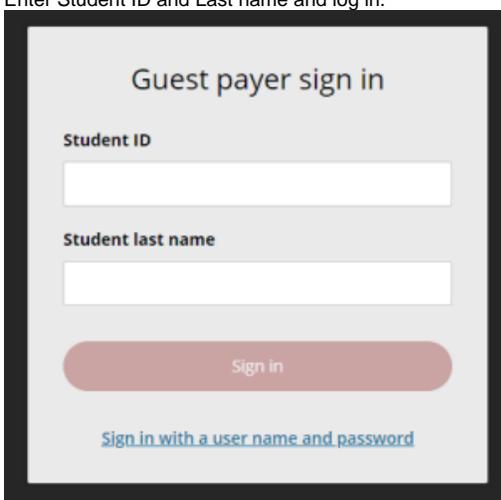
2. On the login page, click the link that says "Click here if you are paying as a guest. You will need the student ID and the students last name to login."



The screenshot shows a login form with the following elements:

- User name**: A text input field.
- Password**: A text input field.
- Sign in**: A red button.
- Forgot password**: A blue link.
- Pay as a guest**: A blue link.

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



The screenshot shows a "Guest payer sign in" form with the following elements:

- Guest payer sign in**: The title of the form.
- Student ID**: A text input field.
- Student last name**: A text input field.
- Sign in**: A red button.
- Sign in with a user name and password**: A blue link.

4. Enter term to pay and amount.

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

Authorized Users

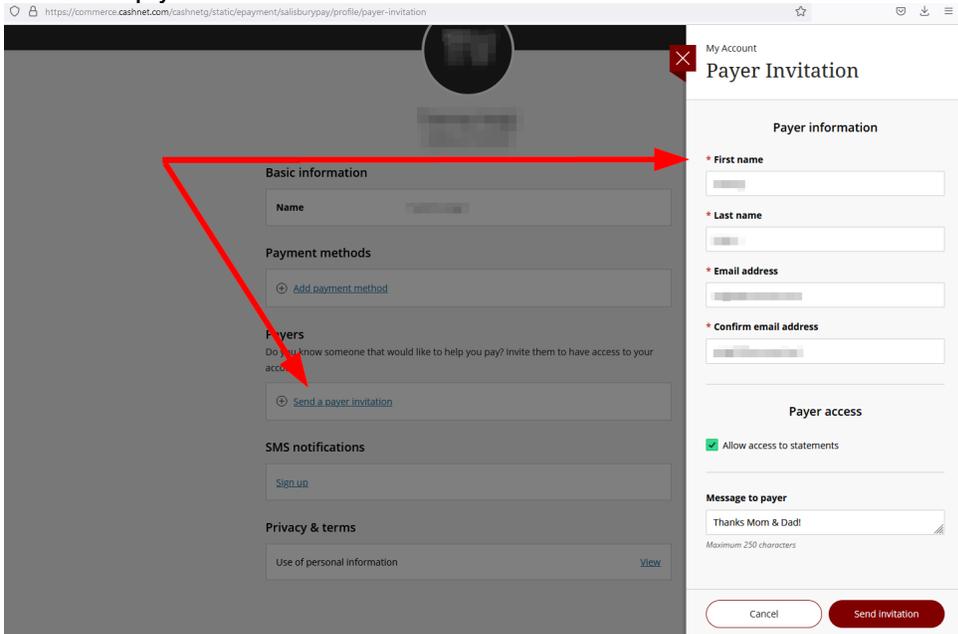
Alternatively, parents can be added to GullNet as an "authorized user" to make payments, view electronic bills, tuition payment plans, email notifications and text messages. The student will need to set this up for you in GullNet, and becomes your "admin" if there are password or other issues.

 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.

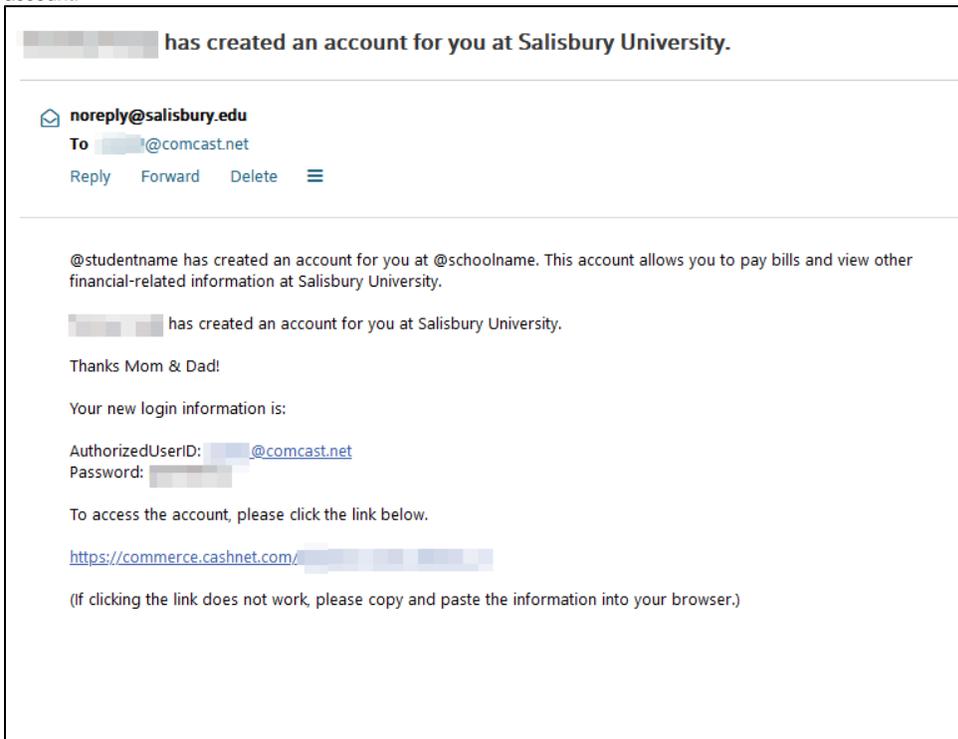
To add a parent as an authorized user

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**



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.

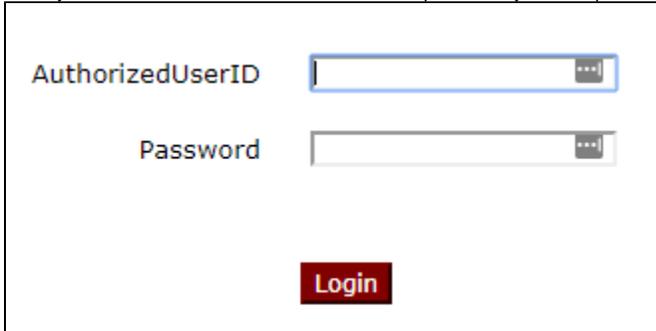
1. Create a new password and a security question.
2. The parent will then be directed to the student account.
3. Guests should add https://commerce.cashnet.com/cashnetc/selfserve/ebilllogin.aspx?client=SALISBURY_PROD to their bookmarks for easy access.

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 on the right side, likely for password visibility. Below the fields is a red "Login" button.

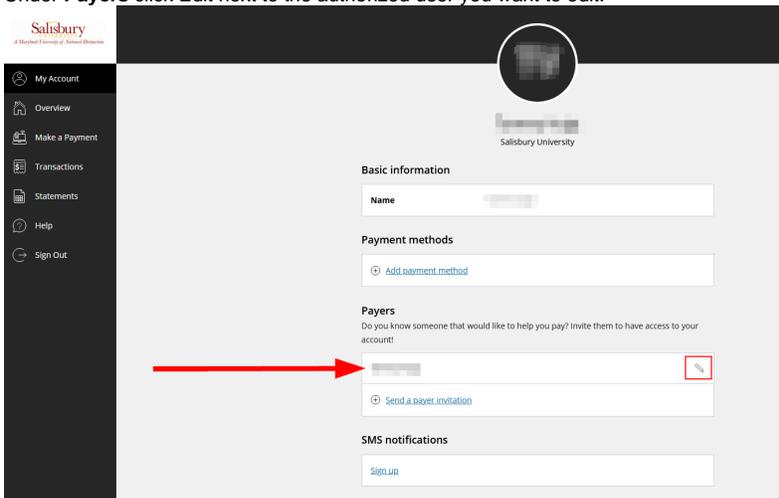
3. Click "make a payment" and follow the prompts to complete payment.

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 GullNet 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 Salsbury University account management interface. The page shows a sidebar with navigation options: My Account, Overview, Make a Payment, Transactions, Statements, Help, and Sign Out. The main content area displays the user's profile information, including a name field, payment methods, and a section for Payers. A red arrow points to the "Edit" icon next to a payer entry in the Payers section.

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
[Redacted]

Email address
[Redacted]@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