# XAVIER UNIVERSITY OF LOUISIANA
## 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 their 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 "Login". |
| 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.