

1. Log in to eSpire and go to the “Accounts and Aid” tab
2. Scroll down to the yellow “My Account Info” header and click on “Review Current Bill/Make A Payment” – this will take you to CASHNet

**My Account Info**

Setup

[Transaction History](#)  
[Course and Fee Statement](#)

**My Current Student Account**

[Review Current Bill/Make a Payment](#)

View your current statement including charges, financial aid and payments.  
 Paper statements will not be mailed.  
 Pay by e-check, VISA, MasterCard, Discover or American Express.  
 Enroll in the payment plan which automatically charges your credit card or deducts payments from your bank account, whichever you choose.  
 Grant access to a parent or others who will receive e-mails that a bill has been generated or who can make payments on your behalf.

3. On the CASHNet homepage, at the bottom of the left column there should be a Parent PINs section – click on “Edit” next to the PIN you need to reset the password for

**Parent PINs**

[Add New](#)

You currently have the following Parent PINs set up.

Testy McTester [Edit](#) [Delete](#)

4. On the next page, scroll down and click on the “Reset Password” button

**Notice about Parents or Authorized Users:**

Parents or Authorized Users have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Parent PIN [Redacted]

First Name

Last Name

Email Address

Confirm Email Address

Relationship to Student

Phone Number

Address Line 1

Address Line 2

City

State

Zip

Add a note to the welcome email (optional)

Should this person...

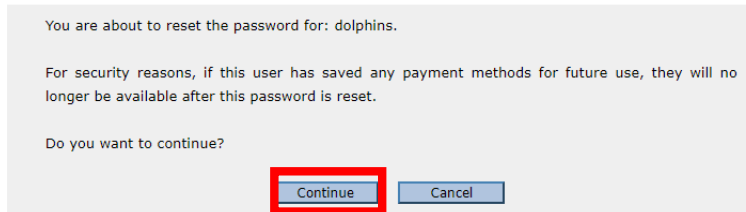
be allowed to log in?  Yes  No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

receive Installment Payment Plan email notifications?  Yes  No

be allowed to receive SMS (text message) notifications?  Yes  No

5. After reading the notice, click “Continue”



6. Your parent should receive an email similar to the below and should be able to use the information provided to log in

