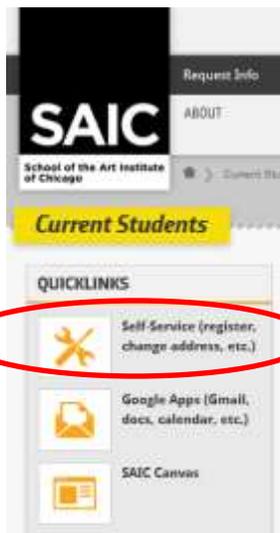
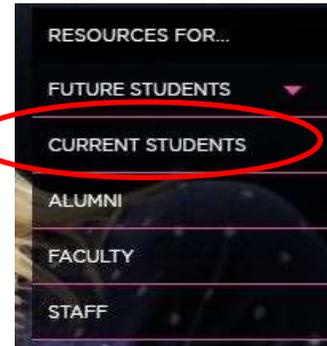


Access your **Student Financial Services Account** online, in four easy steps:

1. Go to [saic.edu](http://saic.edu) and click on the *Current Students* tab on the right-hand side of the page.

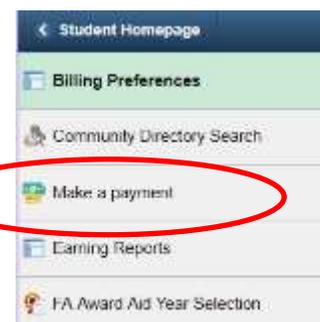


2. Click on *Self-Service*, located in the *Quicklinks* section on the left-hand side of the page.

3. Sign into PeopleSoft by entering your *Username* and *Password*. Then, click on *Sign In*.



4. Once in *Self-Service*, click on the *Other Services Non-Mobile* icon and then *Make a payment*.



# Welcome to the Student Center!

## Click on Make a payment to do the following in CASHNet:

### 1) Your Account:

You can view the current balance and see the date on which your last payment was received. You can also make a payment here, by clicking on the “Make a payment” link.

### 2) Your Recent Payments:

This panel allows you to view recent payments that have been made to the account.

### 3) eRefund:

You can also see your eRefund status.

**eRefund Sign-Up and Processing** means that you are not now, nor have you ever been signed up for eRefunds.

**Enrolled** means that you are enrolled for eRefunds.

**Withdrawn** means that you have withdrawn for eRefunds.

**Declined** means that you have chosen to not participate in eRefunds.

### 4) Authorized Users:

In this section, the student can set up an authorized user account for Parents or guardians to make payments. The student controls when and to whom access to their account will be given through CASHNet.

The authorized user website is: <https://commerce.cashnet.com/saicpay>.

### 5) Your Bills:

SAIC provides eBills each month in CASHNet. In this section, you can view and print a copy of your bills.

### 6) SAIC Payment Plans:

Click on the link in this section if you wish to be enrolled in a payment plan.

**Sign up for the Payment Plan** means that you are not on a payment plan.

**You are enrolled in the Tuition Installment Plan** means that you are enrolled in the semester plan.

SAIC payment plans do **NOT** carry over to the next semester. Therefore, you must **RE-ENROLL** in the payment plan each semester, if you wish to remain on it.

### 7) Scheduled Payments:

Click on the link in this section if you wish to re-activate, edit, correct, or delete Auto Payment.

If you have never been set up for Auto Payment, you will not see this section on your CASHNet page.

First-time Auto Payment users must sign up in the **Your Account** section. Click on the **Make a payment or ARTICard Deposit** link, and then select the link to make a payment for your payment plan. One of the options will be **Sign up for Auto Payment**. Click this and follow the instructions.

Recurring Auto Payment users can re-sign up for Auto Payment by clicking on the **Click here to sign up for Automation deduction payment for your semester plan** link, located in the **Payment** section.

SAIC Auto Pay does **NOT** carry over to the next semester. Therefore, you **MUST** re-enroll for SAIC Auto Pay each semester, if you wish to remain on it.

### 8) Saved Accounts:

If you have elected to save your payment methods, this is the section where you will see those payments. *Please note: You cannot delete a payment method that is currently being used for eRefund. You must first change the current payment method in order to delete the saved payment. Once you change the payment method, you will be able to see the delete button in the saved payments section.*

### 9) Account Details:

E-signature disclosure is listed here.

### 10) 1098-T:

In this section, you can view and print a copy of your 1098-T, if available. **Please note: not all students will receive a 1098-T.**

