How To Setup an Authorized Payer in Cashnet:

1. Log Into MySJSU and click Student Center from the left hand menu

2. Click Pay Now

3. Click My Account

SAN JOSÉ STATE
UNIVERSITY

My Account
Overview
Make a Payment
Transactions
Sign Out

4. Under Payers, click Send a payer invitation

San Jose State University

Basic information

| Name | |
| Student ID | |

Payment methods

⊕ Add payment method

Payers
Do you know someone that would like to help you pay? Invite them to have access to your account!

⊕ Send a payer invitation

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5. You will type in their name and email. An email will go to them with instructions on how to create a password, and it will provide a link to the site where they can sign in and pay. Please have them save the website link. If they ever need a password reset, they can click forgot password on the login screen, or you can remove them and resend their access, our office cannot reset this, we do not have access.

Payment methods

⊕ Add payment method

Payers
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⊕ Send a payer invitation

Contact information

| Email address | |
| Phone number | |

Privacy & terms

Use of personal information

My Account

Payer Invitation

Payer information

* First name

* Last name

* Email address

* Confirm email address

Cancel   Send invitation