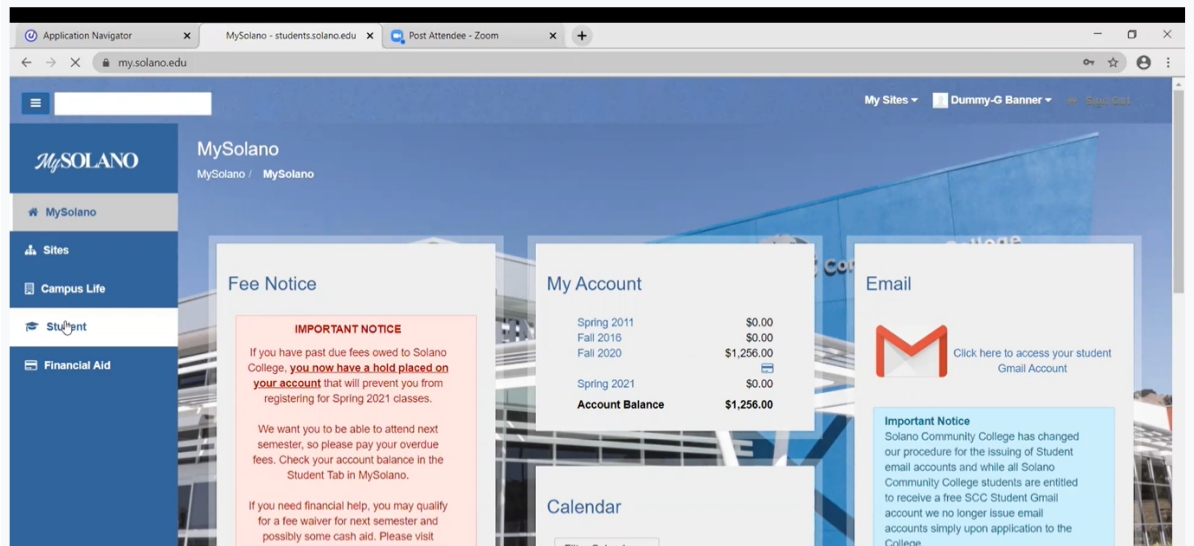


# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

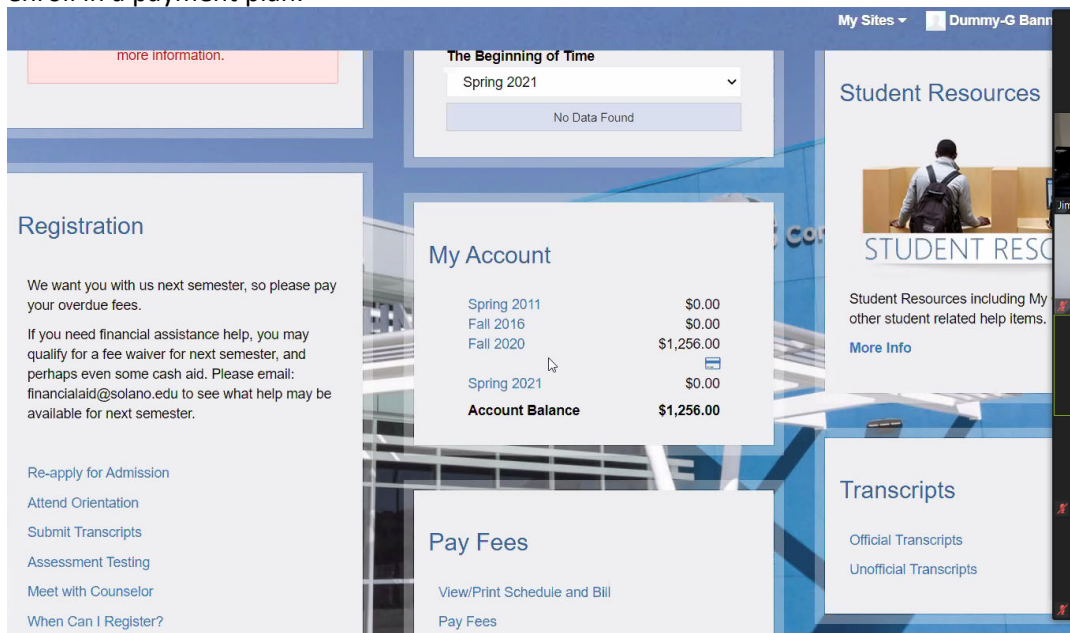
## HOW to Enroll in a CashNet-Payment Plan:

**Step 1:** Sign into MySolano

**Step 2:** On the left-hand side menu, Click on Student Tab:

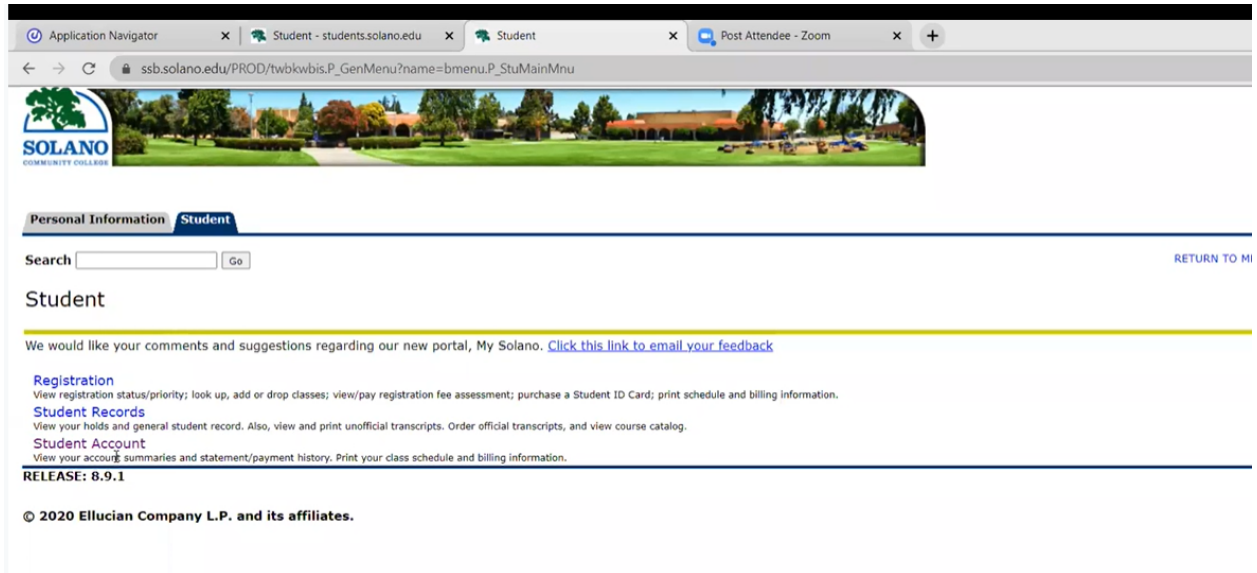


**Step 3:** Go to “My Account”; Click on the Term that has a balance for which the student will enroll in a payment plan.

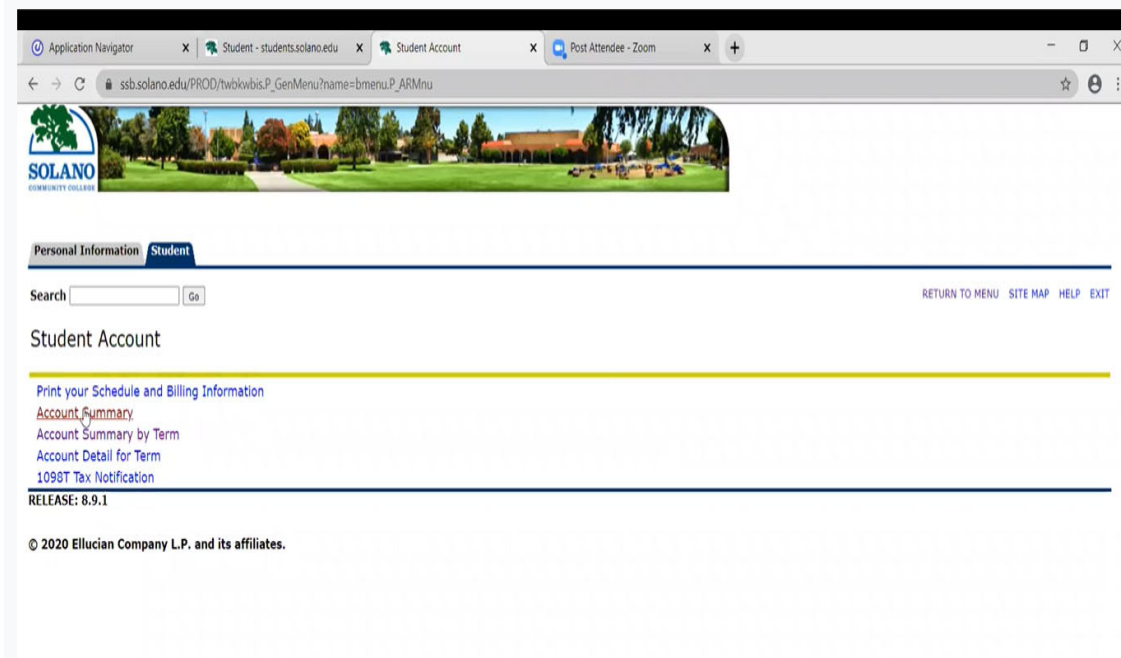


# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

**Step 4:** After clicking on a term, the screen below will display. Click on the blue “Student” tab:



**Step 5:** Click on “Student Account”:



# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

## Step 6: Click on "Account Summary":

Personal Information **Student**

Search  Go R

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### Account Summary

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**To Pay by Credit Card** - Click to [Pay by Credit Card](#)

**To Pay by Check** - Select Print Schedule/Bill, Send a copy of the bill with the check to the Solano Community College Cashiers Office, 4000 Suisun Valley Road, Fairfield, CA 94543

**To Pay by Phone** - Please contact the Cashiers Office at (707) 864-7000 ext. 4500.

Set up a [Payment Plan](#) for balances of \$100.00 or greater.

Select the Account Summary by Term link to review your account, including non-registration charges, financial aid, and payments.

**Parking permits not required for Spring '21. [Purchase a Parking Permit]**  
Parking permits are purchased separately from all other registration fees.

**To purchase a student ID card:** Please contact the Cashiers Office at (707) 864-7000 ext. 4500.

### Summary

Account Balance: \$1,256.00

Detail Code	Description	Charge	Payment	Balance
FCAP	Capital Outlay	\$0.00	\$0.00	\$0.00
FENR	Enrollment Fee	\$1,242.00	\$0.00	\$1,242.00
FHLT	Health Fee	\$0.00	\$0.00	\$0.00
FSCF	Student Center Fee	\$2.00	\$0.00	\$2.00

## Step 7: Click on the calendar icon 'Set up a Payment Plan' and the payment plan option for Spring 2021b will open next:

Application Navigator x Student - students.solano.edu x Account Summary x Post Attendee - Zoom x +

← → ↻ ssb.solano.edu/PROD/bwskoacc.P\_ViewAcctTotal

SOLANO COMMUNITY COLLEGE

Personal Information **Student**

Search  Go RETURN TO MENU SITE MA

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### Account Summary

101605495 Dur  
Dec 04, 2

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**To Pay by Credit Card** - Click to [Pay by Credit Card](#)

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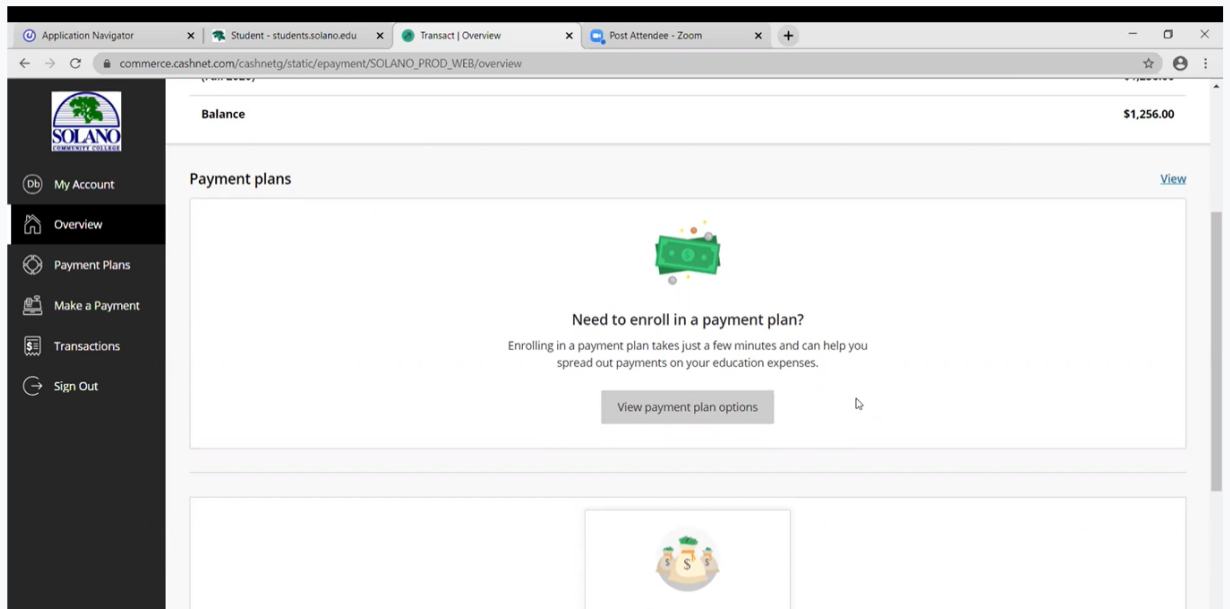
**Summary**

Account Balance: \$1,256.00

Detail Code	Description	Charge	Payment	Balance
FCAP	Capital Outlay	\$0.00	\$0.00	\$0.00
FENR	Enrollment Fee	\$1,242.00	\$0.00	\$1,242.00
FHLT	Health Fee	\$0.00	\$0.00	\$0.00
FSCF	Student Center Fee	\$2.00	\$0.00	\$2.00
FSRF	Student Representation Fee	\$2.00	\$0.00	\$2.00

# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

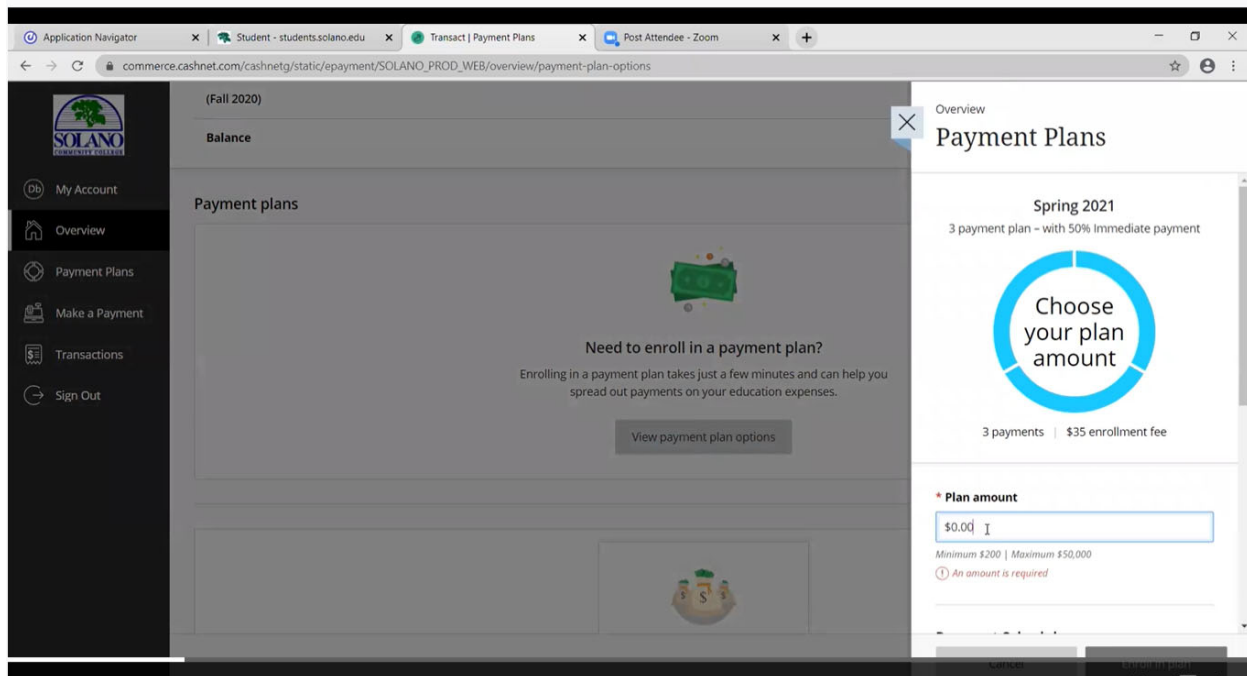
**Step 8:** Click on the grey button/bar 'View Payment Plan Options':



**Step 9:** The Payment Plan option will appear on the right-hand side of the screen. The **requirements to participate** in the payment plan are simple:

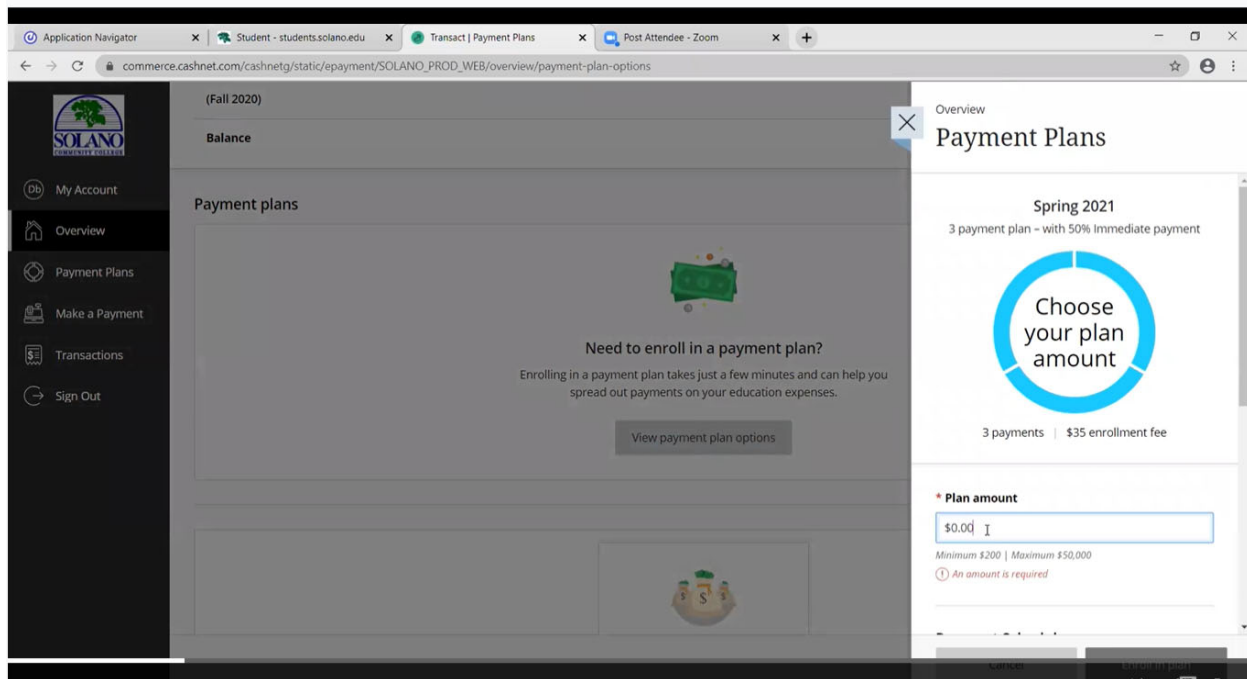
1. Pay 50% of the total amount **and** CashNet's \$35 activation fee are due upfront.
2. Pay the two remaining 25% balances on the generated payment due dates.

**Enter the total outstanding balance amount** you would like to set up a payment plan for.



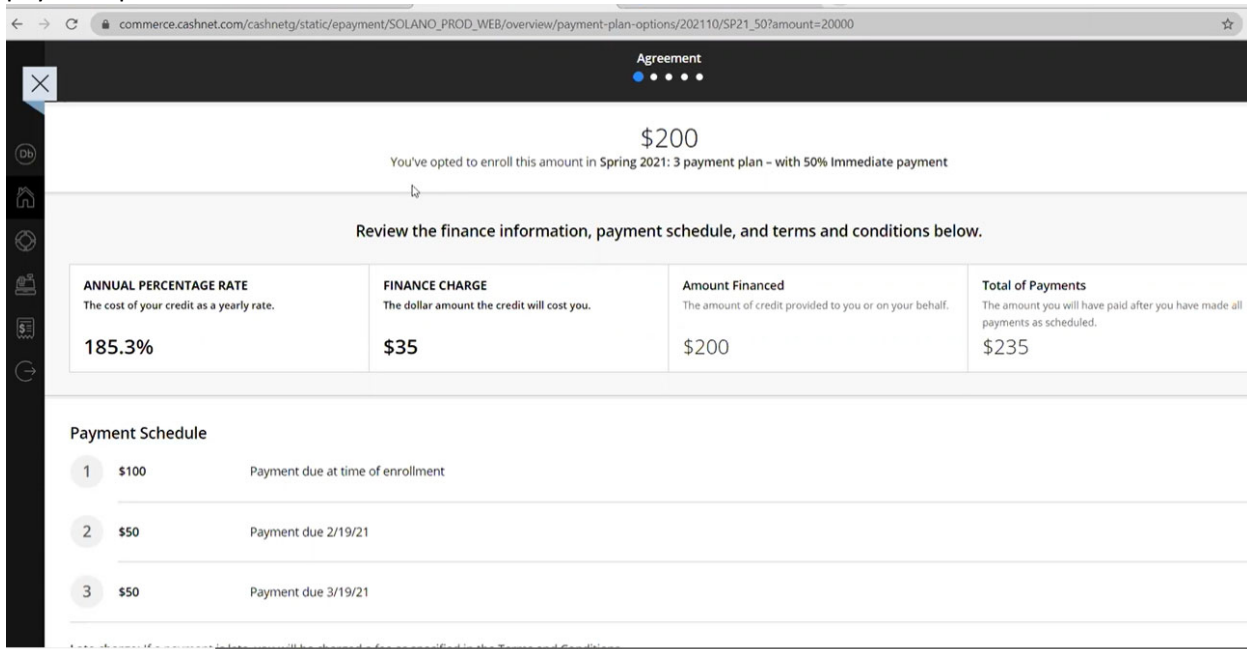
# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

**Step 11:** Then Click on “Enroll in Plan” at the bottom right-hand side:



**Step 12:** Review the Payment Plan details provided by CashNet:

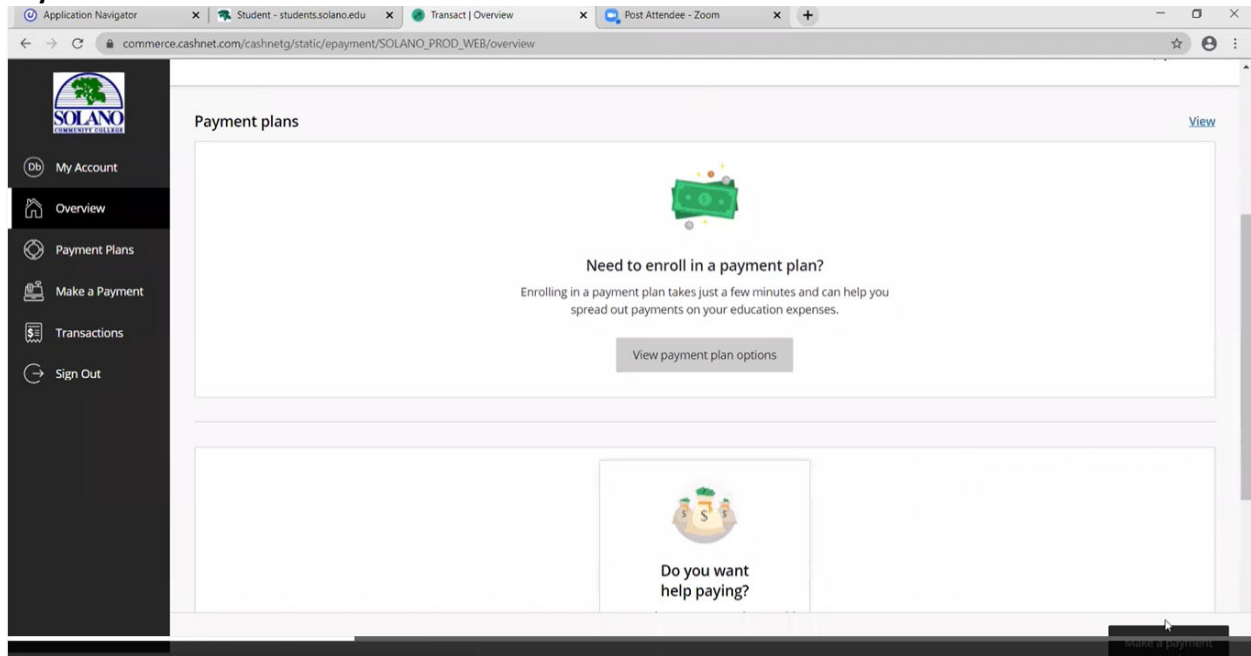
**Note:** The payments and due dates will appear and show the total finance charge for enrolling in the payment plan.



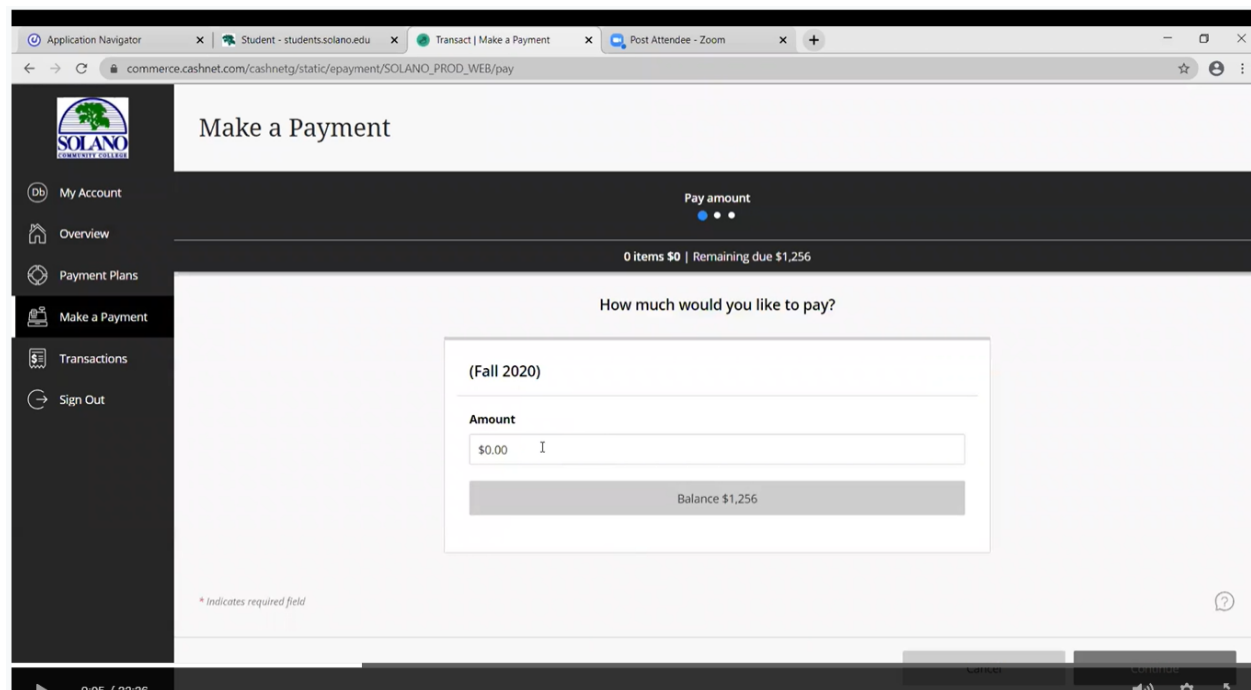
# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

**For future reference** – to make payments on your payment –

**Step 1:** Go to your CashNet account and within the payment plan screen, **Click on ‘Make a Payment’:**



**Step 2:** Highlight the dollar amount and enter the amount the student will pay and click on “Continue”





# HOW to Enroll in a CashNet-Payment Plan & Make a Payment

## **Step 3:** Selected the Payment method

Application Navigator x Student - students.solano.edu x Transact | Make a Payment x Post Attendee - Zoom x +

commerce.cashnet.com/cashnetg/static/epayment/SOLANO\_PROD\_WEB/pay

**SOLANO**  
COMMUNITY COLLEGE

Make a Payment

Pay amount

Payment method

How would you like to pay?

Payment amount  
\$100

\* Payment method  
Select...

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

9:17 / 32:26

## **Step 4:** Enter the credit card number information and click on “continue” to process payment.

Application Navigator x Student - students.solano.edu x Transact | Make a Payment x Post Attendee - Zoom x +

commerce.cashnet.com/cashnetg/static/epayment/SOLANO\_PROD\_WEB/pay

**SOLANO**  
COMMUNITY COLLEGE

Make a Payment

Payment method

How would you like to pay?

Payment amount  
\$100

\* Payment method  
New credit or debit card

AMERICAN EXPRESS DISCOVER MASTERCARD VISA

Please enter your credit card information and click on the 'Continue Checkout' button.

\* Card number

\* Expiration date  
MM / YY

\* Security code ⓘ

\* Zip/Postal code

☐ Save card for future use