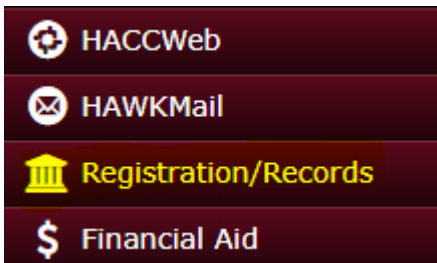


# Payer Invitation

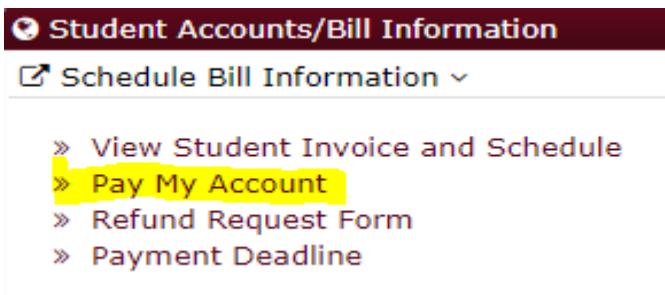
Students can invite parents, guardians or other users to have access to make payments, view payment history and balance due on account. They will not have access to financial aid, grades or other student information.

Log in to your myHACC account at [myhacc.hacc.edu](http://myhacc.hacc.edu) using your HAWKMail prefix for your User ID and enter your password. If you are not sure of your HACC password, follow the [Forgotten Password](#) link.

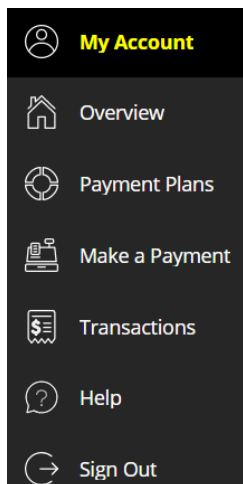
➡ On the Student tab, Select Registration/Records on the left navigation bar



➡ Under Student Accounts/Bill Information click on Pay My Account



➡ Click My Account on Left Navigation then Send a payer invitation



⊕ Send a payer invitation

➡ Complete the Payer information. Fields with an \* are required

**Payer information**

\* First name

\* Last name

\* Email address

\* Confirm email address

Message to payer  
  
Maximum 250 characters

Cancel Send invitation

You can include a message to the payer i.e. 'Mom I gave you access to make payments on my HACC account'.  
This message will be delivered in the email the payer receives.

➡ Send invitation and you will receive the following message



Success! An invitation has been sent

An email will be sent from [noreply@cashnet.com](mailto:noreply@cashnet.com) with Payer user name, temporary password and link to access payment sight. Payer will be prompted to create new password. Payer has 24 hours before temporary password will expire. Student can send another payer invite or remove payer at any time.

**Payer access**

Remove payer

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Resend payer invitation

This will also reset the payer's password.