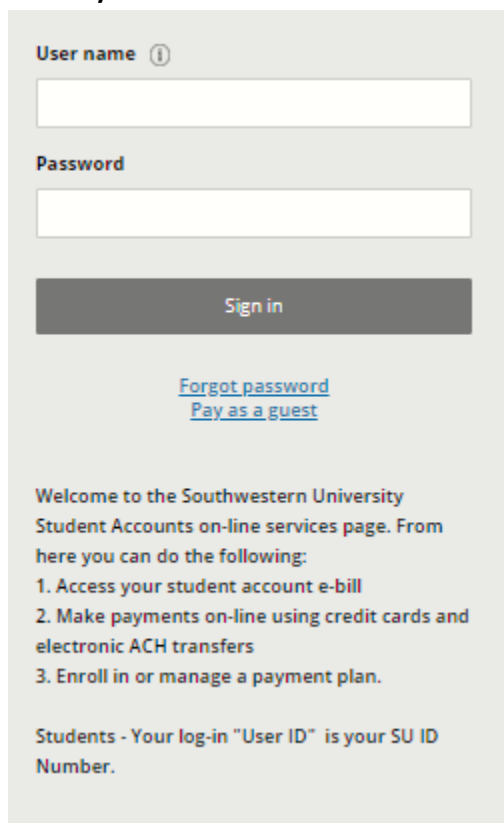


# Authorized Payer with Multiple Students - How to link more than one student account in your Transact Payments portal

Great news! If an authorized payer is responsible for more than one Southwestern University student (siblings), it is now possible to link the multiple student accounts to one authorized payer log on.

1. Using <https://commerce.cashnet.com/swupay> log in to the portal for one of your students.



The image shows a login form for the Southwestern University Student Accounts on-line services page. The form includes a 'User name' field with an information icon, a 'Password' field, and a 'Sign in' button. Below the button are two links: 'Forgot password' and 'Pay as a guest'. At the bottom, there is a welcome message and a list of services available, including accessing e-bills, making payments, and enrolling in payment plans. A note specifies that for students, the log-in 'User ID' is their SU ID Number.

User name ⓘ

Password

Sign in

[Forgot password](#)  
[Pay as a guest](#)


Welcome to the Southwestern University Student Accounts on-line services page. From here you can do the following:

1. Access your student account e-bill
2. Make payments on-line using credit cards and electronic ACH transfers
3. Enroll in or manage a payment plan.

Students - Your log-in "User ID" is your SU ID Number.

## 2. Once in your Overview Screen, look for the option to link to another student:

Overview

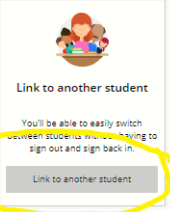
 **Pirate Parent**  
Southwestern University

Student: Pirate Student

Summary

Description
20_FA (Fall 2020)
20_SP (Spring 2020)

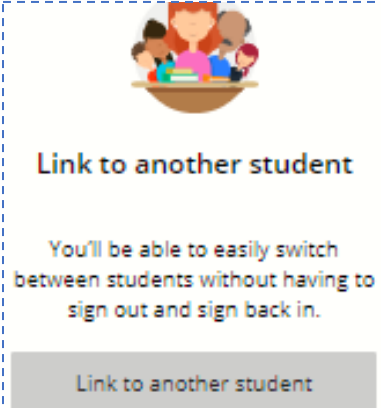
Balance



**Link to another student**

You'll be able to easily switch between students without having to sign out and sign back in.

Link to another student

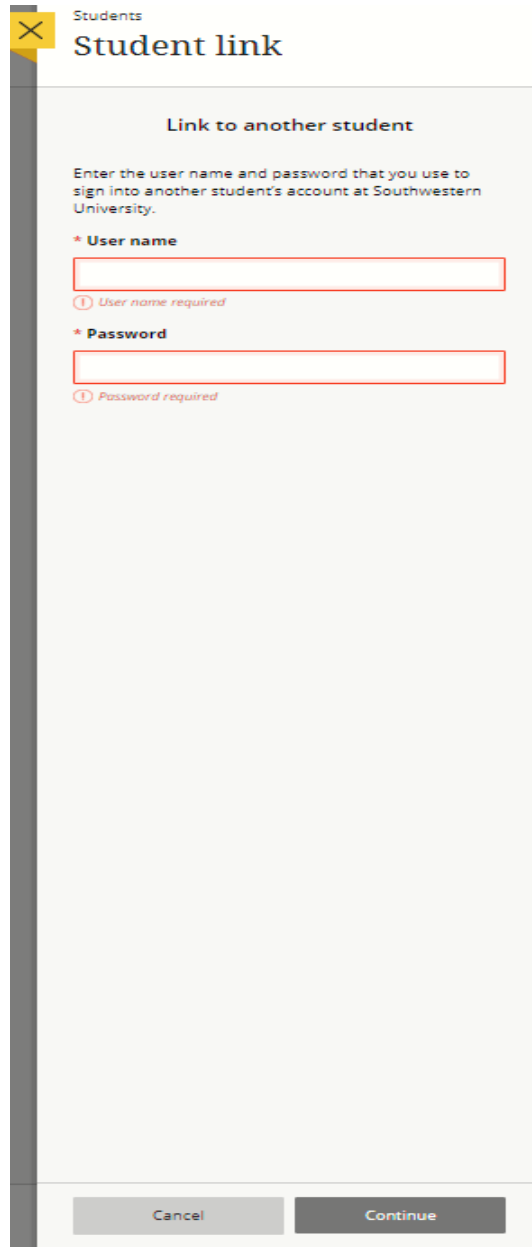


**Link to another student**

You'll be able to easily switch between students without having to sign out and sign back in.

Link to another student

3. On the next screen you will be asked to log in to the second student's account by typing in that user name and password.



The screenshot shows a mobile application interface for linking student accounts. At the top, there is a yellow close button with an 'X' icon, followed by the text 'Students' and 'Student link'. Below this is a section titled 'Link to another student'. The instructions read: 'Enter the user name and password that you use to sign into another student's account at Southwestern University.' There are two input fields: one for 'User name' and one for 'Password'. Both fields are currently empty and have a red border. Below each field is a red error message: '(1) User name required' and '(1) Password required' respectively. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

4. Once you hit continue, your two students will be linked and you can then access the accounts for both students from the same log in.