You will be able to provide access to Parents wishing to make tuition payments for you. Parents will only have access to the total balance information at the payment site.

* Log on to https://my.olivetcollege.edu

* Select "Student Account and Financial Aid" from the "Student" tab

* Select "Pay Now" from the "My Account Information" box

* Scroll to the "Parent PINs" box and select the "Add New" link

* Select a "Parent PIN" - Suggestions: Dad, Mom, Stepmom, etc

* Enter parent's email address. An email with the parent PIN & a temporary password will be sent to the parent. The email will also instruct the parent to create a permanent password for the parent's use only. You may also enter a personalized introduction to the email if you wish.

* Select "Y-Yes" to the question should this person be allowed to log-in. If you wish to later change the access go back to this parent pin and select "N".

* The parent email will include this link to the payment site. https://commerce.cashnet.com/olivetpay?LT=P

* Your parent can log in to the link above and follow the on screen directions to pay balance and enter payment information.