ET payments are made through the student’s individual MyMBU account as follows:

1) **Log into your student account in MyMBU and click “Make a Payment”**

2) **Then select “Click here to make a payment”**

3) **Next, select (click) the “Extended Time Fee” as shown:**

4) **Enter the amount (NOTE: 3sh course is $195, 6sh = $390, ...)**

5) **After entering amount, click “Add Payment Items”, and it will take you to the CASHNet payment screen to complete the transaction.**

Please contact Linda Fretwell in Student Accounts at lfretwell@marybaldwin.edu or 540-887-7364, if you have any difficulty with this process.