

# TRANSACT PAYER INVITE

1. Log in to InsideRanken > Finances tab > Pay Online link under "Transact Integrated Payments-MyAccount"

## Finances

Office Hours	
Business Office Hours	
MONDAY	7:00 A.M. - 6:00 P.M.
TUESDAY	7:00 A.M. - 6:00 P.M.
WEDNESDAY	7:00 A.M. - 6:00 P.M.
THURSDAY	7:00 A.M. - 6:00 P.M.
FRIDAY	7:00 A.M. - 4:00 P.M.
Financial Aid Office Hours	
MONDAY	7:00 A.M. - 6:00 P.M.
TUESDAY	7:00 A.M. - 6:00 P.M.
WEDNESDAY	7:00 A.M. - 6:00 P.M.
THURSDAY	7:00 A.M. - 6:00 P.M.
FRIDAY	7:00 A.M. - 4:00 P.M.

## Transact Integrated Payments-My Account

[My Account Balances](#)  
[Course and Fee Statement](#)

### Account Info

[Pay Online](#)

You can make a payment, view your bill, sign-up for an e-refund, create a payment plan, and get a copy of your 1098-T by clicking the 'Pay Online' link above.

2. You should be taken straight to your student account's Overview page in Transact

**TRANSACT** Overview

My Account

Overview

Activity Details

Payment Plans

Make a Payment

Transactions

Statements

Tax Forms

Help

Ranken Technical College

### Summary

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**Balance (2024-2025 Spring Semester)**  
*Minimum due*

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**Balance (2025-2026 Fall Semester)**  
*Minimum due*

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**Total**  
Credit Balance ⓘ

**Balance**

### 3. Go to My Account > Click "Send Payer Invitation"

The screenshot displays the TRANSACT user interface. On the left is a dark sidebar with the 'My Account' header and a list of menu items: Overview, Activity Details, Make a Payment, Transactions, Statements, Tax Forms, Help, and Sign Out. The main content area features a profile header with a circular profile picture placeholder and the name 'Ranken Technical College'. Below this are three sections: 'Basic information' with a 'Name' field; 'Payment methods' with a 'My bank account' field and an 'Add payment method' link; and 'Payers' with a 'Send a payer invitation' link. A red arrow points to the 'Send a payer invitation' link. At the bottom, there is a 'Direct deposit refunds' section with a brief description.

**TRANSACT**

**My Account**

- Overview
- Activity Details
- Make a Payment
- Transactions
- Statements
- Tax Forms
- Help
- Sign Out

Ranken Technical College

**Basic information**

Name

**Payment methods**

My bank account

[Add payment method](#)

**Payers**

Do you know someone that would like to help you pay? Invite them to have access to your account!

[Send a payer invitation](#)

**Direct deposit refunds**

Receive refunds and disbursements faster with direct deposit.

4. Fill out the form with payer information and click "Send Invitation."

My Account

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## Payer Invitation

### Payer information

\* **First name**

\* **Last name**

\* **Email address**

\* **Confirm email address**

### Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Allow access to statements

Allow access to tax forms

**Message to payer**

Cancel Send invitation

5. The payer should be receiving the invitation email like below.

**From:** noreply@ranken.edu <noreply@ranken.edu>  
**Sent:** Wednesday, March 25, 2026 1:54 PM  
**To:** [REDACTED]  
**Subject:** [CAUTION: SUSPECT SENDER] [REDACTED] has created an account for you at Ranken Technical College

Caution! This message was sent from outside your organization.

You don't often get email from [noreply@ranken.edu](mailto:noreply@ranken.edu). [Learn why this is important](#)

[REDACTED] has created an account for you at Ranken Technical College.

Your new login information is:

Authorized Payer: [REDACTED]

Password: [REDACTED]

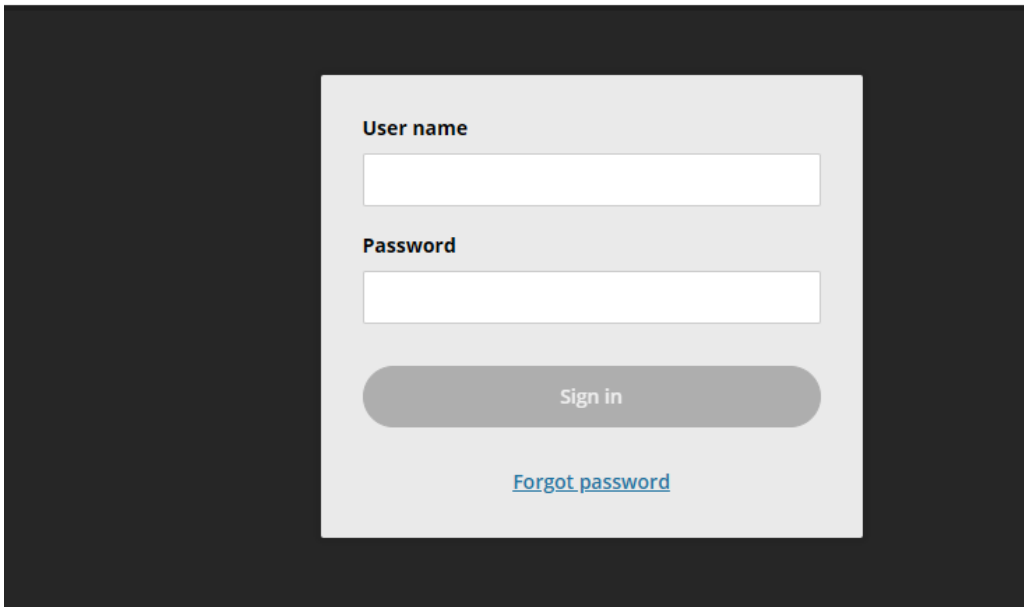
To access the account, please click the link below.

<https://commerce.cashnet.com/rankenpay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)

6. Follow the link in the email > Log in with the default user name (email address) and temporary password. You will be forced to change your password after the initial login.

**TRANSACT** 



The screenshot shows a login interface with a dark background. A light gray box contains the following elements: a label 'User name' above a white input field; a label 'Password' above another white input field; a rounded gray button labeled 'Sign in'; and a blue text link labeled 'Forgot password' below the button.

**RANKEN**  
TECHNICAL COLLEGE