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Sent: Friday, February 15, 2019 4:16 PM
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Subject: Action Required: eCommerce

Good afternoon,

In August 2018, TESS contacted Commerce Manager users notifying users that we would be transitioning all Commerce Manager sites over to the new eCommerce Platform, Cashnet (email attached). We are pleased to announce that Cashnet is fully operational and we have successfully moved over a majority of the eCommerce sites.

Over the past several months, we have been in contact with many of you to deactivate sites that are no longer accepting payments in Commerce Manager as well as working to transition currently active sites to Cashnet. As part of the close out process, Commerce Manager access will be disabled and reports will no longer be accessible after March 31, 2019.

What do you need to do?

- If you require Commerce Manager payment information for reporting, reconciliation or marketing purposes in the future, we highly recommend that you run and download a final payment report within Commerce Manager before March 31st. After March 31, this information will no longer be accessible.
- To log in to Commerce Manager, [click here](#).
The [CM/Banner Reconciliation Quick Guide](#) provides instructions on how to run a Commerce Manager Payment Report
We recommend that your date range include data from the past three years.

Refunds:

- We will not be able to process a credit card refund within Commerce Manager after March 31st. Should a payer require a refund after this date, funds will need to be returned to the payer in the form of a check.

As always, if you need a site activation, reactivation or edit to a currently existing payment site, please visit the [eCommerce Site Request form](#).

Thank you for your continued support. Please feel free to contact tess@umw.edu with any questions or concerns.

Sarah and Vickie