

This Quick Reference Guide (QRG) supports students in setting up authorized parties to make payments to their student accounts.

Students must add authorized parties to their Nelnet payment accounts so that friends and family can make payments in Nelnet on behalf of their student.



Note: In addition to authorizing third parties, i.e., friends and family, in Nelnet, students must ALSO grant permission to the third party in Workday to access their records, including viewing financial information.

For step-by-step support in setting up third party access in Workday, see the [Add Friends and Family/Set up Third Party Access QRG](#).

Both of these steps are required before the third parties are ready to begin checking student account balances and making payments to their student's account.

To set up an authorized party to make payments in Nelnet, students must complete the following steps.

LOG IN TO YOUR STUDENT PAYMENT ACCOUNT

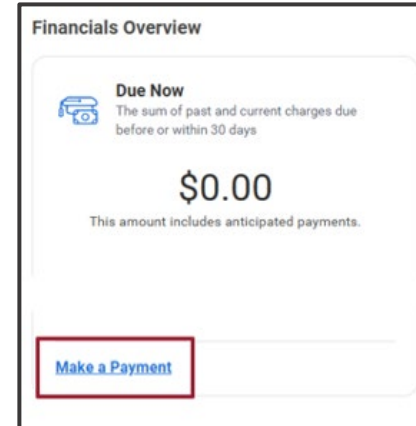
To log in to your student payment account, follow the steps below from the Workday Homepage:

1. Click the **Global Navigation Menu** in the top left corner of your screen.

2. Select **Financials Hub**.



3. View the amount 'Due Now' and click **Make a Payment**.



4. Select the **Payment Description** – this is typically your intuition's acronym, e.g., CCCUA, followed by the description of 'Online Payment.'



5. (Optional) Edit the **Payment Amount** if needed to indicate how much you will pay today.



6. Click **OK**.

The *Make a Payment* pop-up window displays the options you selected.

7. Check the **Confirm** box.



A rectangular button labeled "Confirm" with a small blue square containing a white checkmark to its right.

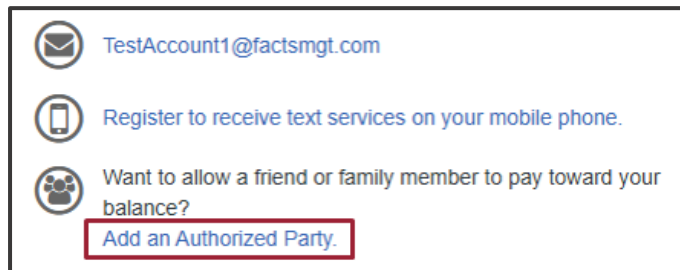
8. Click **OK**.

Note that you will be redirected outside of the Workday application to complete the payment. Your institution uses a system called Nelnet to process payments.

ADD AN AUTHORIZED PARTY

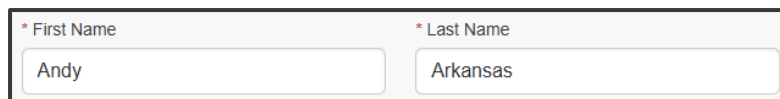
To add an authorized party, follow the steps below from the Nelnet Home page:

1. Click **Add an Authorized Party** on the right side of the screen beneath your name and email address.



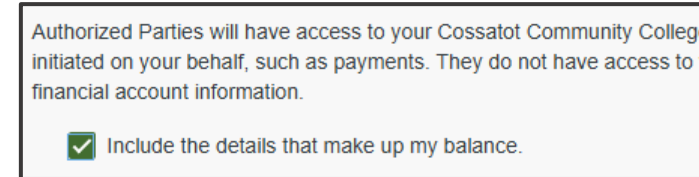
A vertical menu with three items: an email icon with "TestAccount1@factsmgt.com", a mobile phone icon with "Register to receive text services on your mobile phone.", and a group of people icon with "Want to allow a friend or family member to pay toward your balance?". Below these is a blue button labeled "Add an Authorized Party" which is highlighted with a red border.

2. Type the authorized party's **First Name** and **Last Name** within the fields provided.



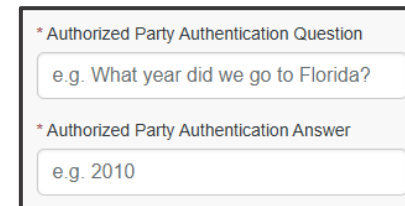
Two input fields side-by-side. The first is labeled "* First Name" and contains the text "Andy". The second is labeled "* Last Name" and contains the text "Arkansas".

3. Check the box labeled '**Include the details that make up my balance**'.



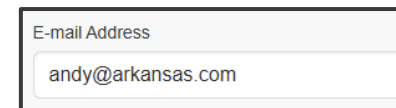
A text box containing the following text: "Authorized Parties will have access to your Cossatot Community College initiated on your behalf, such as payments. They do not have access to financial account information." Below this text is a checked checkbox followed by the text "Include the details that make up my balance."

4. In the boxes provided, type a **Question** and **Answer** that the authorized party will know the answer to (and share the question and answer with the authorized party privately if needed).



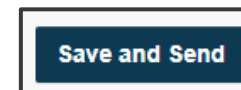
Two input fields. The first is labeled "* Authorized Party Authentication Question" and contains the text "e.g. What year did we go to Florida?". The second is labeled "* Authorized Party Authentication Answer" and contains the text "e.g. 2010".

5. Type the authorized party's personal **E-mail Address**.



An input field labeled "E-mail Address" containing the text "andy@arkansas.com".

6. Click **Save and Send**.



A dark blue button with white text labeled "Save and Send".

The authorized party you added will receive an e-mail with instructions to create an account and pay online.