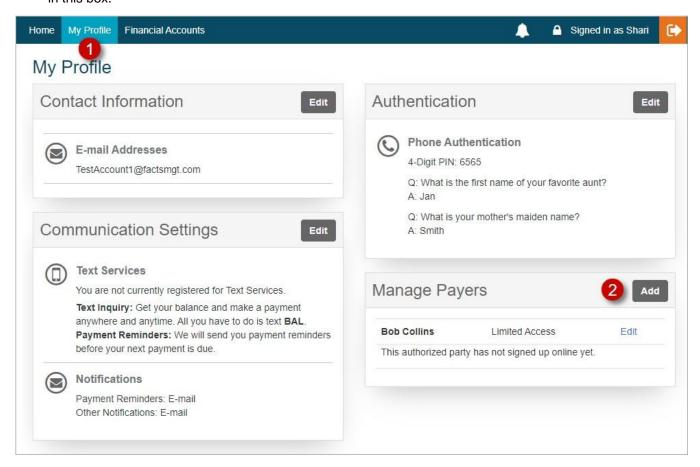
Adding or Editing an Authorized Party for Account Viewing and Payment

An Authorized Party is a FERPA compliant Parent, Guardian or Authorized Payer who the student has given permission to access their billing account information and/or make payments on their behalf. Students can add or remove users from their account through the following steps:

Navigation - Student Log into Nelnet through Self Service

- 1. On the blue navigation bar at the top of the screen, click My Profile.
- 2. Click **Add** in the Manage Payers section on the bottom right. You can also **Edit** a user you previously authorized in this box.



Adding an authorized party

- 1. Authorized Party Information: Complete the First and Last Name fields.
- 2. Students can check to **Include the details that make up my balance**. This allows the authorized party to view the transaction details that make up the student's balance.
- 3. Authorized Party Authentication: The authorized party will receive an email invitation to create an online account. For security purposes, they will have to know the correct answer to this security question to gain access to create an online user account. The Authorized Party should contact the student if they don't know the answer to this security question.

- 4. **Web Access:** The student determines whether the authorized party can create an online account by entering their email address. Upon saving, an email will generate to the authorized party inviting them to create a user account.
- 5. **Terms and Conditions:** Provides information about what they are authorizing.
- 6. Click Save.

Back to My Profile	
Add Authorized Party	
Required fields are marked with a *	
*First Name *Last Name	
Authorized Party Access Authorized Parties will have access to your Sample Community College account balance and the activity that to behalf, such as payments. They do not have access to your contact information, user credentials, other Author information.	[1] 1 : 1 : 1 : 1 : 1 : 1 : 1 : 1 : 1 : 1
Include the details that make up my balance	
Authorized Party Authentication	
Create a question that the authorized party will know the answer to. You may want to inform the authorized party	ty of this question and answer.
*Authorized Party Authentication Question	
e.g. What year did we go to Florida?	
*Authorized Party Authentication Answer	
e.g. 2010	
Web Access	
Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this field is left blank, the authorized party will only be able to discuss your account over the phone.	address upon save. If the E-mail Address
E-mail Address	
Terms and Conditions	
In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational recinformation may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit Party you are giving explicit consent for that individual to view and discuss your account information, make pay provide information to that individual about the balance of your account. This authorization will remain in effect Authorized Party on your account.	permission. By creating an Authorized ments on your behalf, and for us to
By adding this Authorized Party you, Test Student, agree to the terms and conditions.	
Cancel	

Sample invitation for online access

Nelnet Community College Authorized Party Invite

Andrea Smith Customer #: 5001178143

Maya Mercer:

For your convenience, Andrea Smith has added you as an Authorized Party at Nelnet Community College. As an Authorized Party you can view information and make payments toward the balance owed to Nelnet Community College.

To accept this invitation, go to Nelnet Campus Commerce to set up your Authorized Party account.

Go to Nelnet

Thank you,

Nelnet Campus Commerce

Please do not reply to this automated message. The mailbox is not monitored.

Deactivating an authorized party

- The student can select to **Deactivate** an Authorized Party.
- · Click Save.

The Deactivated Authorized Party will continue to show in the student's profile with an Inactive status. The student can reactivate their status at any time.



Note

If the Authorized Party is the Payment Plan Owner they cannot be deactivated until their plan is canceled, has been completed for at least ten days, or ownership is successfully transferred to a new Plan Owner.

Back to My Profile	
Edit Authorized Pa	
*First Name	*Last Name
Test	Party
Terms and Conditions	nis authorized party you are removing their right to access your account balance.
information may not be released to Party you are giving explicit conse provide information to that individu	cational Rights and Privacy Act of 1974 (as amended), your educational records and your student account of a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized nt for that individual to view and discuss your account information, make payments on your behalf, and for us to lal about the balance of your account. This authorization will remain in effect until you remove the individual as an
Authorized Party on your account.	
By adding this Authorized Party yo	u, Test Student, agree to the terms and conditions.
	Cancel Save