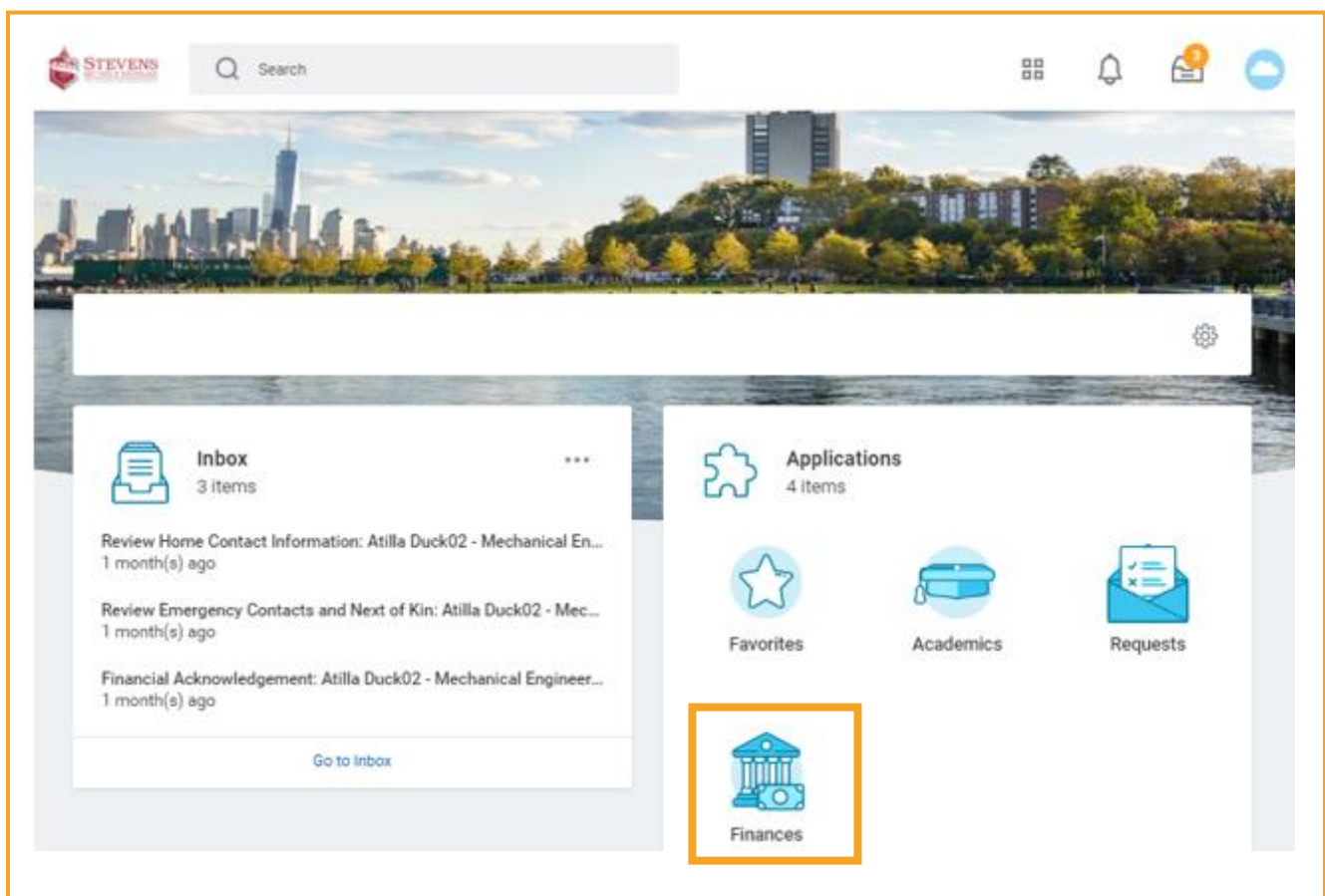


Set up an Authorized Party in Nelnet

Students may set up an Authorized Party to allow their parents, spouse, guardians, or other third parties to view their student account activity, make payments, and set up payment plans on their behalf. To set up an authorized party, the student should follow the instructions below.

STEP 1

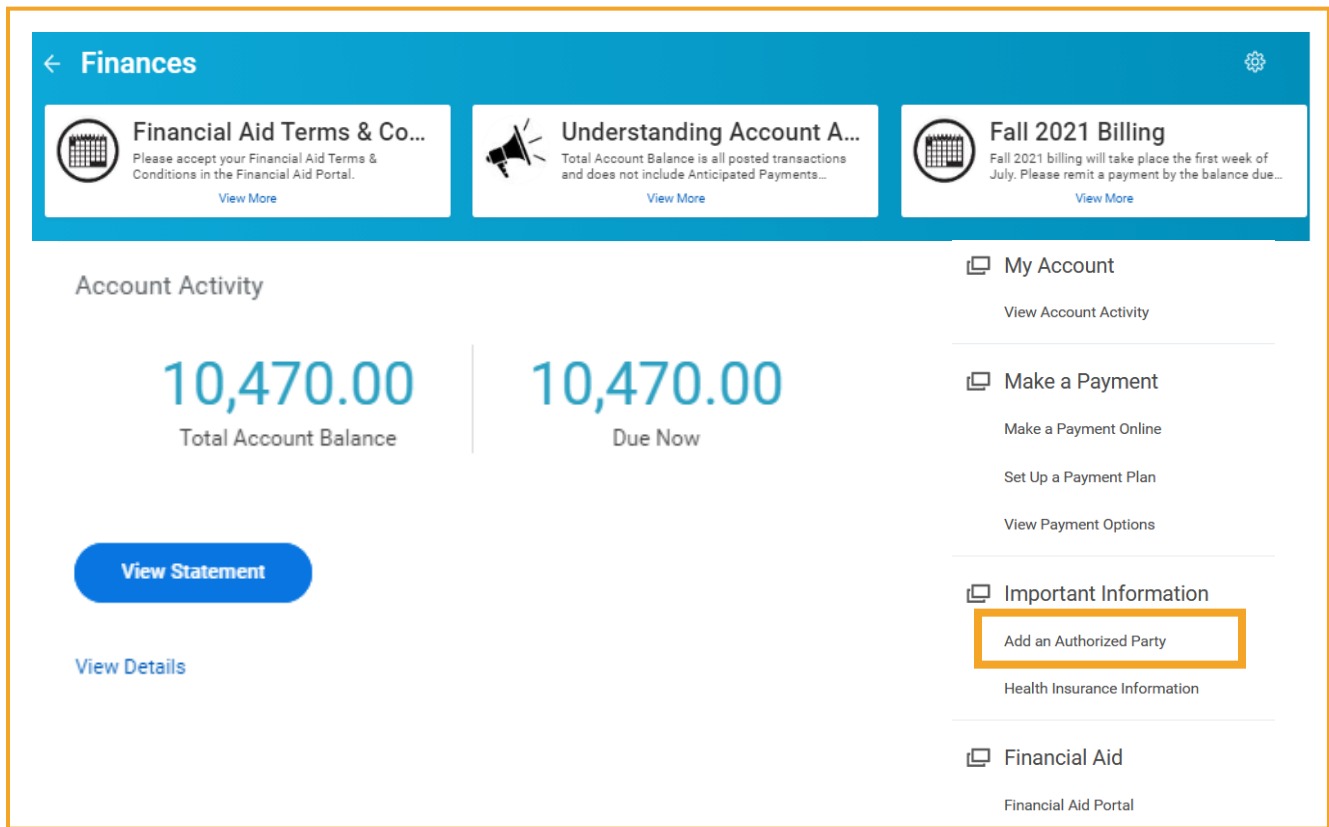
From your Workday homepage, select **Finances** located in the Applications section.



STEP 2

Select Add an Authorized Party

Note: If it is your first time accessing Nelnet, you will have to set up your user profile.



The screenshot shows the 'Finances' section of the Workday Student portal. At the top, there are three notification cards: 'Financial Aid Terms & Co...', 'Understanding Account A...', and 'Fall 2021 Billing'. Below these, the 'Account Activity' section displays two large numbers: '10,470.00 Total Account Balance' and '10,470.00 Due Now'. A blue button labeled 'View Statement' is positioned below the balance information, with a 'View Details' link underneath. On the right side, a vertical menu lists several options: 'My Account', 'Make a Payment', 'Important Information', and 'Financial Aid'. The 'Important Information' section is highlighted with an orange border, and the 'Add an Authorized Party' option within it is also highlighted with an orange border.

STEP 3

Select Add an Authorized Party

The screenshot displays the Workday Student portal interface for Stevens Institute of Technology. At the top left is the Stevens Institute of Technology logo. Below it is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. The main content area is titled 'Hello' and features a 'Payment Activity' section. This section shows a current balance of \$10,470.00 and includes buttons for 'Make a Payment' and 'Set up a Payment Plan'. To the right of the payment activity is a sidebar with a user profile icon and three options: 'TestAccount1@factsmgt.com', 'Register to receive text services on your mobile phone.', and 'Want to allow a friend or family member to pay toward your balance?'. The 'Add an Authorized Party.' link under the third option is highlighted with a yellow box.

STEP 4

Complete all fields – Select **Save and Send**

Add Authorized Party

Required fields are marked with a *

*First Name

Daffy

*Last Name

Duck

Authorized Party Access

Authorized Parties will have access to your Stevens Institute of Technology account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

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 of this question and answer.

*Authorized Party Authentication Question

What hospital was I born in?

*Authorized Party Authentication Answer

St. Ducks

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 address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account over the phone.

E-mail Address

Daffyduck@gmail.com

Terms and Conditions


In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and for us to provide information to that individual about the balance of your account. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

Cancel

Save and Send


STEP 5


Your authorized party will now be reflected on your profile under Manage Payers. The Authorized Party will receive an e-mail invitation prompting them to create an account.


 **Success!** The change was made and saved.

My Profile

Contact Information Edit

 **Address**
788 Duck Pond Ave
Duckingham, NJ 07032
United States

 **E-mail Addresses**
TestAccount1@factsmgt.com

 **Phone Numbers**
Daytime: (201)555-8518

Manage Payers Add

Daffy Duck	Limited Access	Edit
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This authorized party has not signed up online yet.