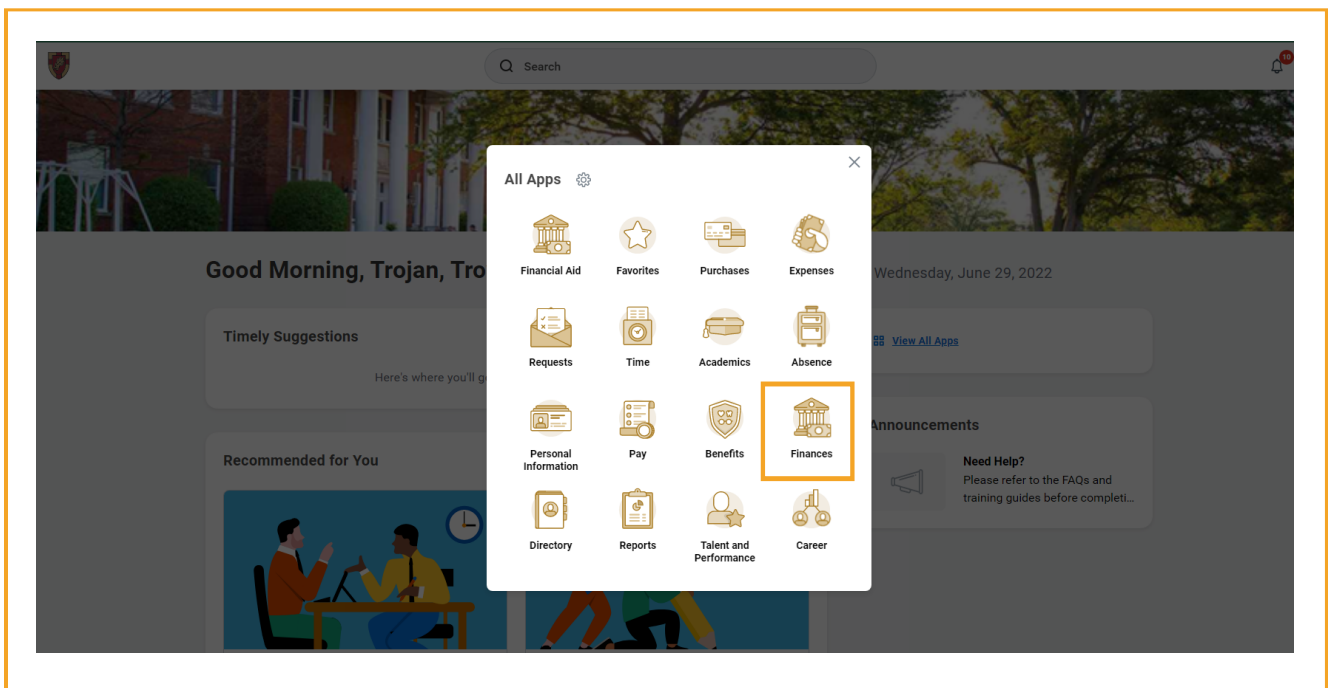


## Set up an Authorized Party in Nelnet

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

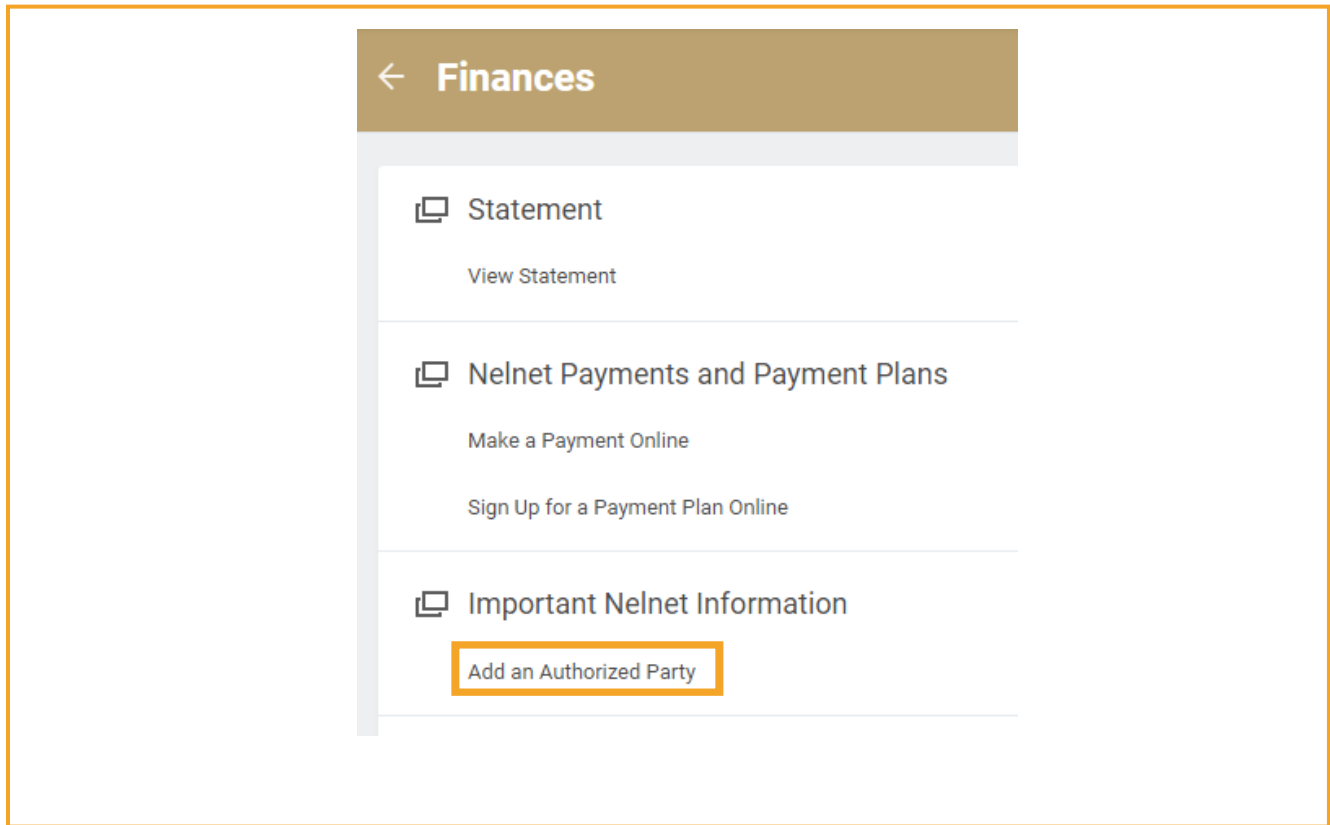
From your Workday homepage, select **View All Apps** and choose **Finances**.



## STEP 2

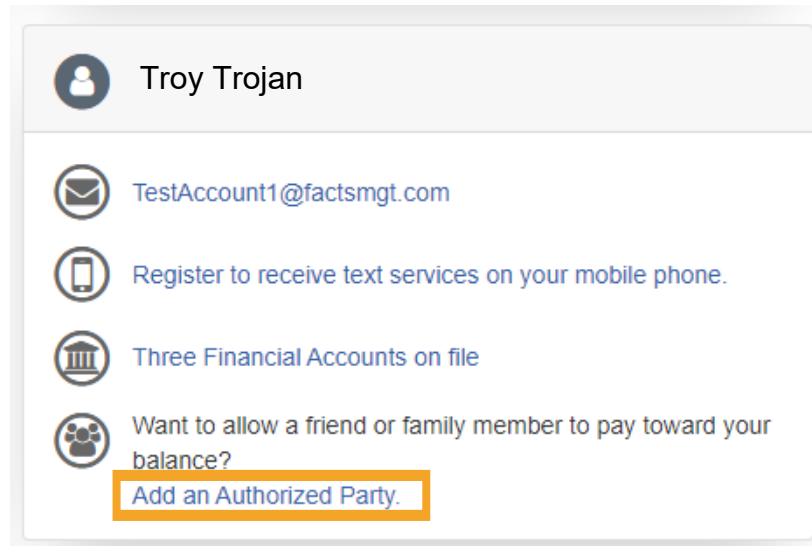
### Select **Add an Authorized Party**

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



### STEP 3

#### Select **Add an Authorized Party**



## STEP 4

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

### Add Authorized Party

Required fields are marked with a \*

* First Name	* Last Name
<input type="text" value="Troy"/>	<input type="text" value="Trojan"/>

#### Authorized Party Access

Authorized Parties will have access to your Anderson University – SC 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
<input type="text" value="Who loves you?"/>
* Authorized Party Authentication Answer
<input type="text" value="God"/>

#### 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
<input type="text" value="dadofroytrojan@aparent.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.

By adding this Authorized Party you, Troy Trojan, agree to the terms and conditions.

## 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**  
316 Boulevard  
Anderson, SC 29621  
United States

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

**Phone Numbers**  
Daytime: (864)231-2070

#### Manage Payers Add

<b>Troy Trojan</b>	Limited Access	<a href="#">Edit</a>
--------------------	----------------	----------------------

This authorized party has not signed up online yet.