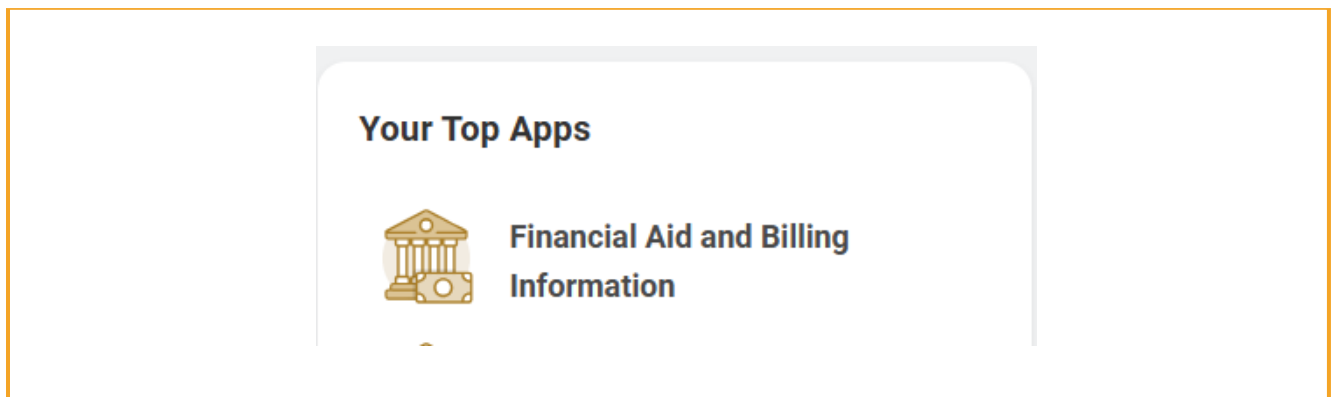


Set up an Authorized Party in Nelnet

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

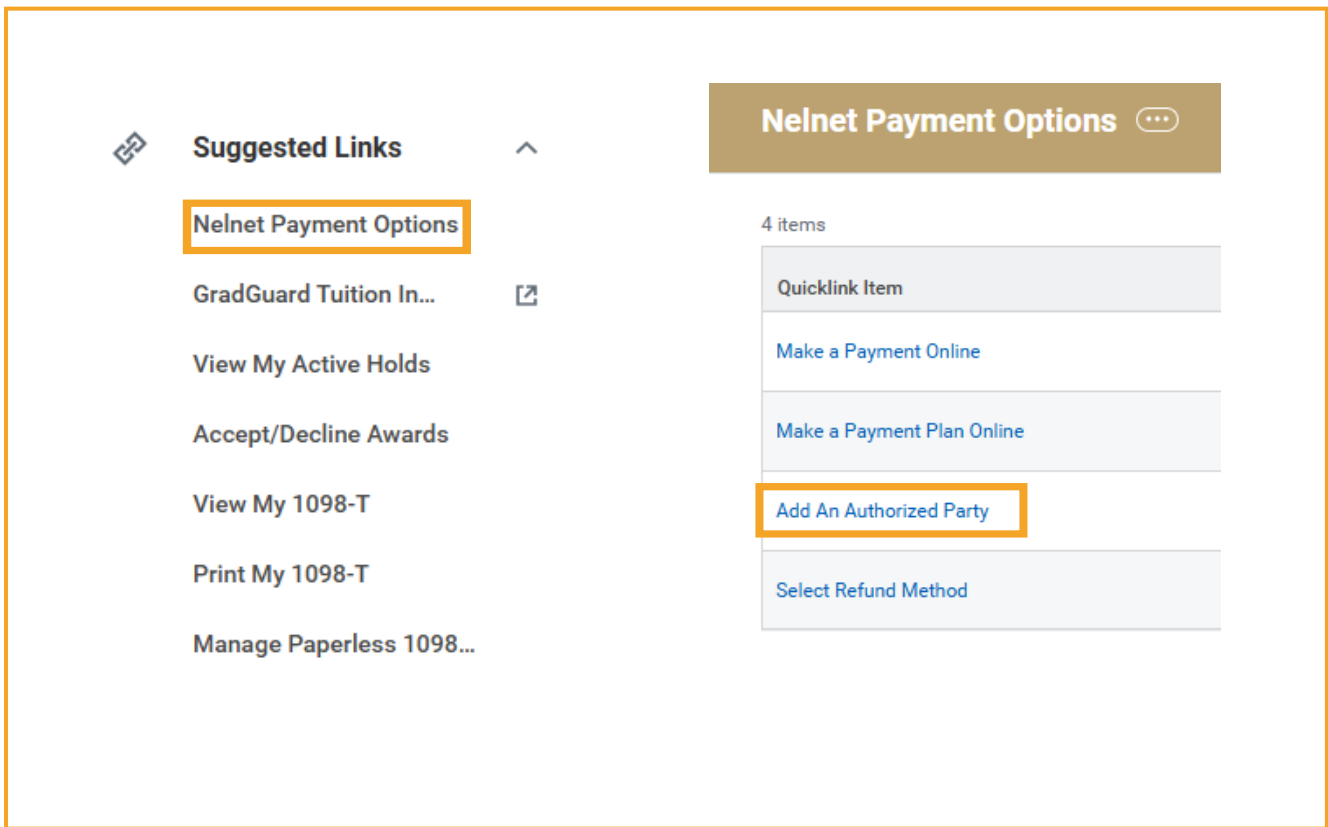
From your Workday homepage, select **Financial Aid and Billing Information**.



STEP 2

Select **Nelnet Payment Options** and **Add an Authorized Party**

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

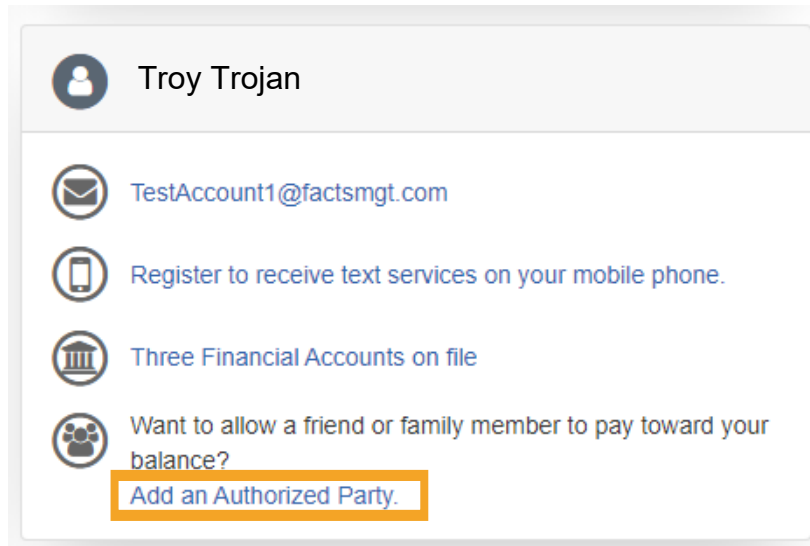


The screenshot displays the 'Suggested Links' section on the left and the 'Nelnet Payment Options' dropdown menu on the right. The 'Nelnet Payment Options' link is highlighted with an orange box in the suggested links list. The dropdown menu contains four items: 'Quicklink Item', 'Make a Payment Online', 'Make a Payment Plan Online', and 'Add An Authorized Party'. The 'Add An Authorized Party' option is highlighted with an orange box.

Suggested Links	Nelnet Payment Options
Nelnet Payment Options	4 items
GradGuard Tuition In...	Quicklink Item
View My Active Holds	Make a Payment Online
Accept/Decline Awards	Make a Payment Plan Online
View My 1098-T	Add An Authorized Party
Print My 1098-T	Select Refund Method
Manage Paperless 1098...	

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"/>

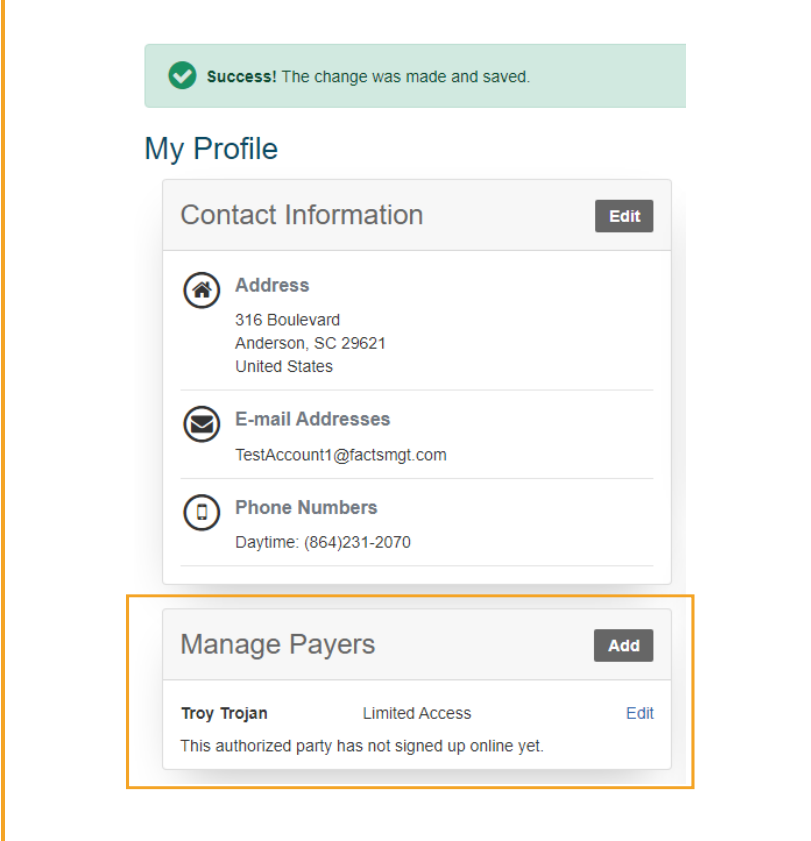
Terms and Conditions

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.



A screenshot of the Workday Student profile page. At the top, a green success message reads: "Success! The change was made and saved." Below this is the "My Profile" section. The "Contact Information" card is highlighted with an orange border and contains an "Edit" button. It lists the following details: Address: 316 Boulevard, Anderson, SC 29621, United States; E-mail Addresses: TestAccount1@factsmgt.com; Phone Numbers: Daytime: (864)231-2070. Below the contact information is the "Manage Payers" card, also highlighted with an orange border and containing an "Add" button. It shows one payer: Troy Trojan with Limited Access and an Edit button. A note below the payer entry states: "This authorized party has not signed up online yet."