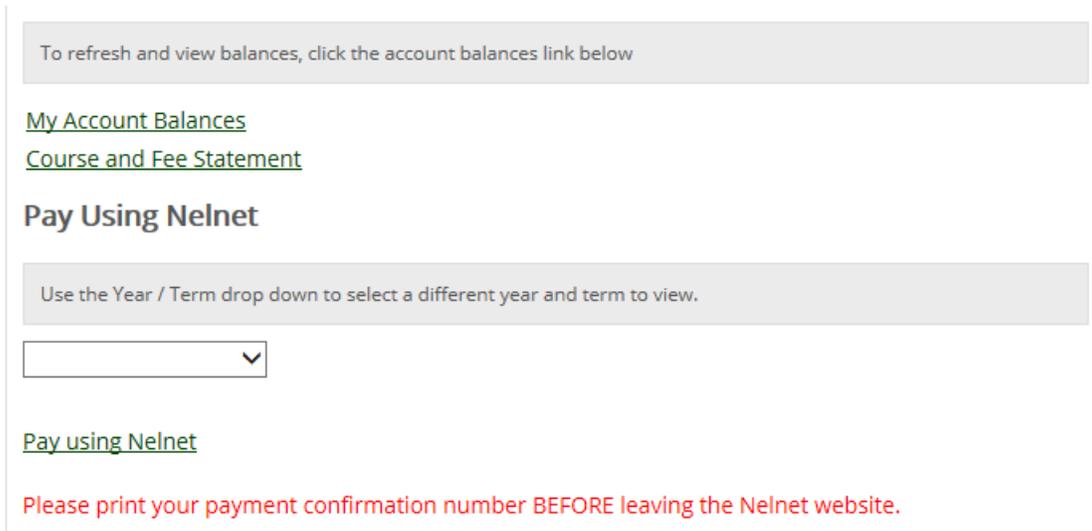


HOW TO ESTABLISH AN AUTHORIZED PAYER - NET BUSINESS SOLUTIONS

Methodist University has partnered with Nelnet Business Solutions (NBS) to make easier and to offer additional options. One addition is for the **student** to allow individuals other than themselves as an authorized payer. This will allow the authorized payer separate access to the payment portion of the student account and the student does not have to provide the payer with their MyMU Portal log-in information. The Portal is for Methodist students only and they can pay directly from their portal.

To establish an authorized payer(s), the **student** must do the following:

Log into your MyMU Portal, select the Students Accounts Tab, and select the Pay Using Nelnet Link



To refresh and view balances, click the account balances link below

[My Account Balances](#)
[Course and Fee Statement](#)

Pay Using Nelnet

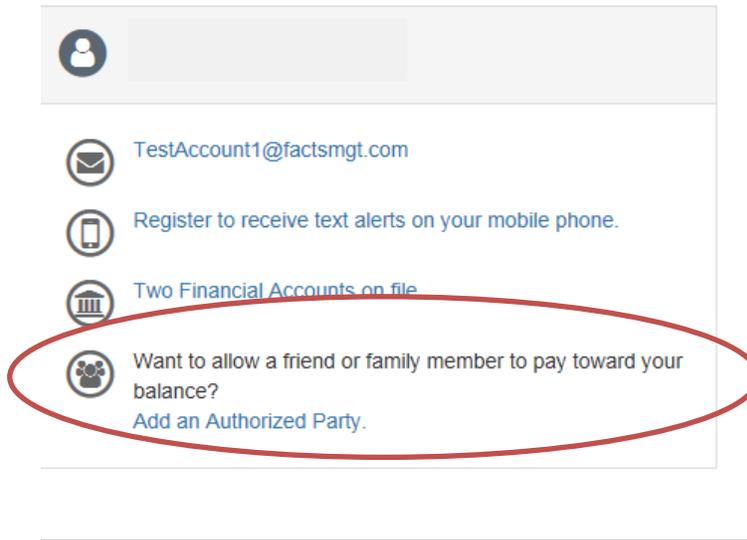
Use the Year / Term drop down to select a different year and term to view.

[Pay using Nelnet](#)

Please print your payment confirmation number BEFORE leaving the Nelnet website.

If you are a first-time user of Nelnet, complete the enrollment process. It will ask you to Enroll with a Refund method. Click Continue to go to the Nelnet Home Page.

On the Home Page, you can click the link *Add an Authorized Party* located on the right side of your screen.



The **student** will complete the information. Please be sure to give the authorized party the answer to the Authentication questions, or they will not be allowed to continue as an authorized payer. Be sure to check the box *Include the details that make up my balance* if you would like the payer to see the detailed student account information. For purposes of this document, a generic email address is used. Please be sure to enter the email address of the payer you wish to have access. **You will need to create separate authorizations for each payer. Only one authorized payer can establish a payment plan.**

[← Back to Home](#)

Add Authorized Party

First Name Last Name

Authorized Party Access

Authorized Parties will have access to your Methodist University 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

Authorized Party Authentication Answer

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 with Nelnet over the phone.

E-mail Address

Terms and Conditions

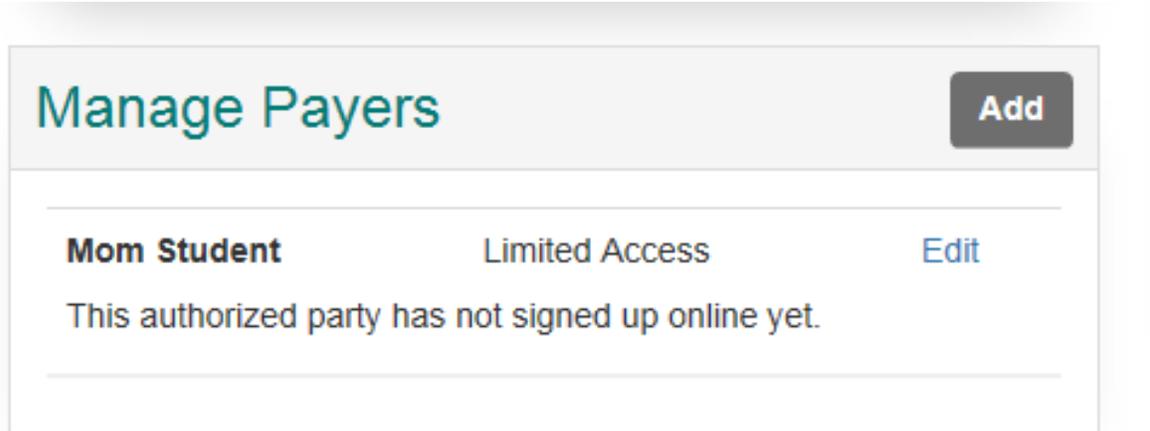
In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are 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, Kristen Schmidt, agree to the terms and conditions.

[Cancel](#) [Save and Send](#)

Click Save and Send and the authorized payer will receive an email confirmation with a link to become an authorized payer. They will be able to visit www.mycollegepaymentplan.com/tmu to log in and make a payment or to review their financial information if they have established a payment plan. **Please remember that only one authorized payer can establish a payment arrangement.**

You can add and remove payers under the Manage Payers box, located underneath your Contact Information in the My Profile tab:



If the student needs to remove an authorized payer, select the Edit button on the individual you wish to remove. Select **Deactivate**, then Save and Send.

Edit Authorized Party

First Name Last Name

Authorized Party Access

- Limited - The authorized party can view your balances only.
- Include the details that make up my balance
- Deactivate - By deactivating this authorized party you are removing their right to access your account balance.

Authorized Party Authentication