## Step 1:

On the Welcome Page, click on My Profile from the menu bar

emer University		
Payment Activity	Current Balance: \$5,840.00 (Transaction details)	Make a Payment
O Current Statement - Payment Due 10/16	2014	View Statement
Spring 2016	Amount Due	
Current Charges	50.00	A MARTINE MARTINE
Fall 2014		Wew Details
Current Charges	\$5,840.00	

## Step 2:

Under My Profile, select Manage Payers

Home	My Profile	Financial Accounts
Home ) My	Profile	2
Modi	fy	
<b>m</b>	Contact Info Update your addn and e-mail	ess, phone numbers
Ø	Security Update your secu	rðy seltings
ð	Manage Paye Update the list of discuss your acco	FS people who can punt with us
	Corresponder Update your prefe settings	nce & Reminders red notification

Step 3: Click on Add an authorized party



**Step 4 -8:** Enter the Name of the person. Select the level of access this person has to your Student Account (you may allow them to see the details of your current balance and statement or you may allow them to only see the balance). Create an authentication question that only you and the Authorized Party will know. The Authorized Party must answer the question correctly to link to your account. Enter the Authorized Party email address. This is where the invitation to become your Authorized Party will be sent. Read the terms and conditions and save the information. Once saved, the invitation is sent to the email address provided.



**Step 9:** Add another Authorized Party. You can have unlimited Authorized Parties on your account.

Authorized Parties	;		
⊗ Mom Payer	Access Level: Limited	Last Sign In: None	8
			9 Add an authorized party

**Step 10:** Authorized Party must click the link from the email invitation.

Beamar University	Pauline OHami Customer #: 1000826139
Mom Payer:	
For your convenience Pauline O'Hare has added you as an Authorized	Party at Beemer University. As an Authorized Party you can view information and make payments toward the balance owed to Beemer University.
To accept this invitation, go 1( <u>ABS Payment</u> ) to set up your Authorized Sincerety, Nether Business Solutions	Party account.
Si usted tiene preguntas sobre esta correspondencia. Itame al Servicio	al chante (800)609-8056.
If clicking the link does not work, copy the link below and paste it will the Misa /field www.nbscavmenta.com/2/consumer-link/RLNA43MS/Auto	+ address box of your browser. KoodFantum/kehotoxi?cid=5575672078tx=6354710397964087508ub=31VE3V715M401356P4070143M644C30463B1M5214L4W1T4Y345R165135
Do NOT reply to this message. Replies will not be read.	

**Step 11 and 12:** Authorized Party must answer the authentication question entered by the student correctly. Once the question has been answered continue to the next step of registration

You have been added as an Authorized Party by Pauline O'Hare at Beemer University As an Authorized Party you can view information and make payments toward the balance owed to Beemer University. To begin setting up your Authorized Party account, please answer the following question created by Pauline O'Hare. What time of day was I born 2:38 PM If you do not know the answer to the above question, please contact Pauline O'Hare.	Confirm Your Access to	or Pauline O'Hare
To begin setting up your Authorized Party account, please answer the following question created by Pauline O'Hare.          What time of day was I born       (1)         2:38 PM       (1)         If you do not know the answer to the above question, please contlact Pauline O'Hare.         Next       (2)	You have been added as an Authorized Partly by Pau As an Authorized Partly you can view information and	line O'Hare at Beemer University make payments toward the balance owed to Beemer University
What time of day was 2 born 2.38 PM If you do not know the answer to the above question, please contact Pauline Officiare Next 12	To begin setting up your Authorized Party accou	int, please answer the following question created by Pauline O'Hare.
2.38 FM If you do not know the answer to the above question, please contact Pauline O'Hare.	What time of day was I born	(11)
If you do not know the answer to the above question, please contact Pauline O'Hare.	2.38.PM	
	f you do not know the answer to the above question,	Next (12)

## Step 13: Confirm contact information.

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tame				
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First flame*	Mom.			
Middle Name				
Last Name"	Payor			
Sutta	- None -			
denas				
ouress				
Country	United States			
Street Address*	100 College Lane		Add	
Chy*	Lincoln			
State*	Nebraska	(*)		
ZP Code*	68505			
Time Zone*	Central Time			

**Step 14:** Add up to 3 email addresses (an email notifications are sent to all emails provided) and proceed to the next step.

a
a ]]
e number associated with you, including cellular and writees numbers sauges, text missiages, or e-mails. By cicking Next below, you agree to

**Step 15-17:** Create Username and Password. Select 3 security questions from the dropdown. These questions will be how the Authorized Party is authenticated if they call with questions about the account or if they need to reset their password. Complete the registration process by clicking Submit.

Username' Pasaword' Re-Enter Postword'	nonpayer	<ul> <li>Do hot hot</li> <li>You may us</li> <li>Passwords</li> <li>Passwords</li> <li>ruzhber</li> <li>Passwords</li> </ul>	el your e- musi cori musi cori musi cori	s an your username or passwor anal address for your username take at least 5 cholacters take at least 5 cholacters take at least one setter and one sensitive		
Security Questions				(6)		
Password Reset Question"	What was the color of your link car?		0	0		
Password Reset Answer*	Red					
Telephone ID Question 1"	What was your legel school mancel?		0			
Question 1 Answer*	weacat					
Telephone ID Question 2"	What is the mane of your favorite sports learn?		0			
Question 2 Answer*	Huskers					
SURFORM 2 MINUTE	10 10					