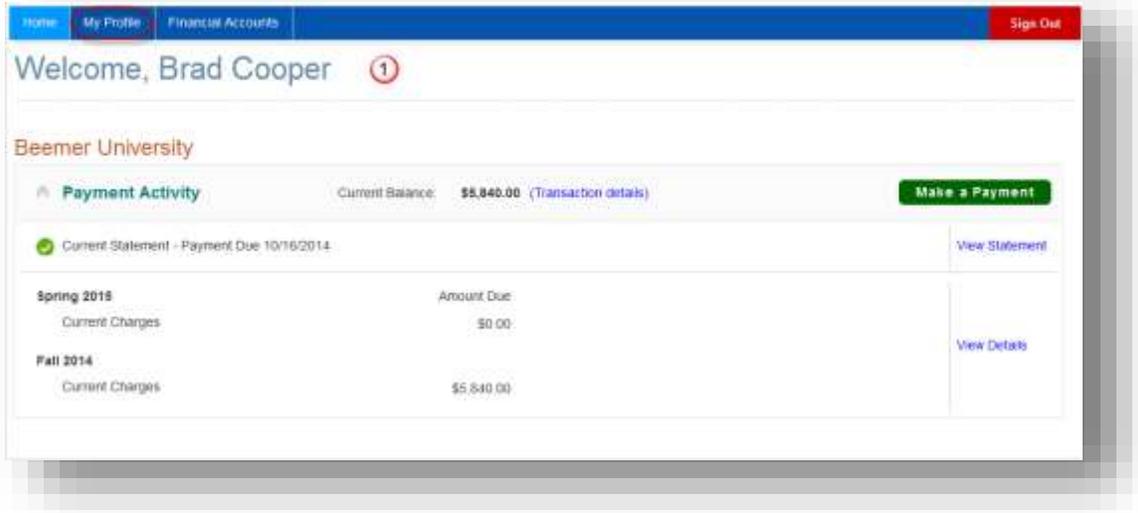


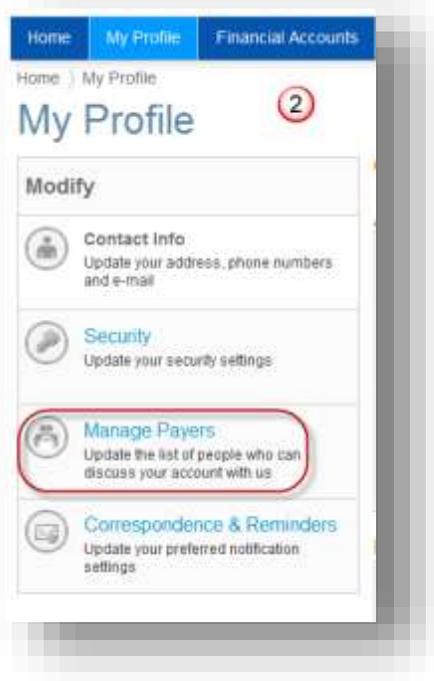
Step 1:

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



Step 2:

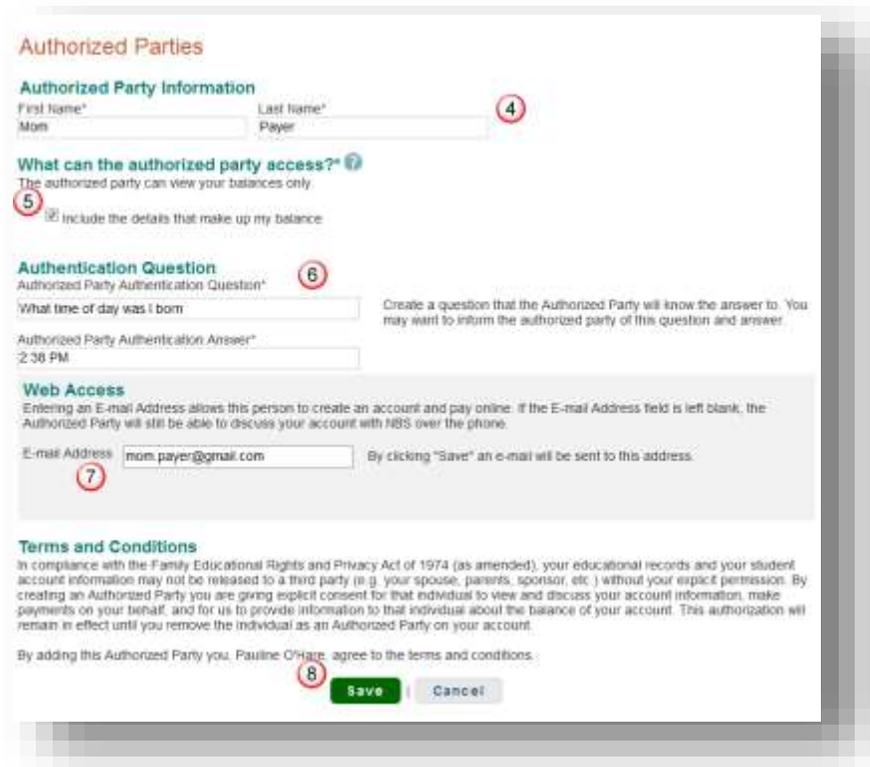
Under My Profile, select Manage Payers



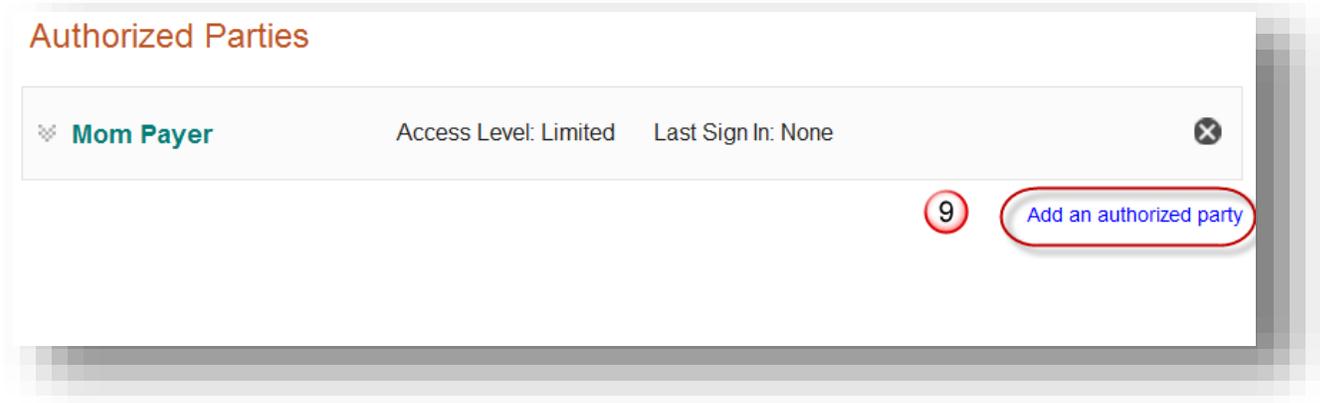
Step 3: Click on Add an authorized party



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.



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



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

Confirm Your Access for Pauline O'Hare

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 11

If you do not know the answer to the above question, please contact Pauline O'Hare.

Next 12

Step 13: Confirm contact information.

Register 13

Contact Info

Name

Prefix	<input type="text" value="-- None --"/>
First Name*	<input type="text" value="Mom"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Payer"/>
Suffix	<input type="text" value="-- None --"/>

Address

Country*	<input type="text" value="United States"/>
Street Address*	<input type="text" value="100 College Lane"/> Add
City*	<input type="text" value="Lincoln"/>
State*	<input type="text" value="Nebraska"/>
ZIP Code*	<input type="text" value="68505"/>
Time Zone*	<input type="text" value="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.

The screenshot shows a registration form with two main sections: 'Phone Numbers' and 'E-mail Addresses'. The 'Phone Numbers' section has a note 'At least one phone number is required' and three input fields for Daytime Phone, Evening Phone, and Mobile Phone, each with a country dropdown (US) and area code/number fields. The 'E-mail Addresses' section has three input fields for E-mail Address 1, 2, and 3, with the first field containing 'mom.payer@gmail.com'. Below the email fields is a note: 'E-mail correspondence will be sent to all e-mail addresses provided'. At the bottom, there is a disclaimer about NBS contact methods and a 'next' button circled with a red '14'.

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.

The screenshot shows the 'Register' form with the 'Online Account Profile' section. The 'Username and Password' section has fields for Username (filled with 'mom.payer'), Password, and Re-Enter Password, with a red '15' circled next to the Username field. To the right is a list of password requirements. The 'Security Questions' section has two questions selected: 'What was the color of your first car?' (Answer: Red) and 'What was your high school mascot?' (Answer: WWJG). A red '16' is circled next to the Security Questions section. At the bottom, there is a 'Submit' button circled with a red '17', along with 'Back' and 'Cancel' buttons.