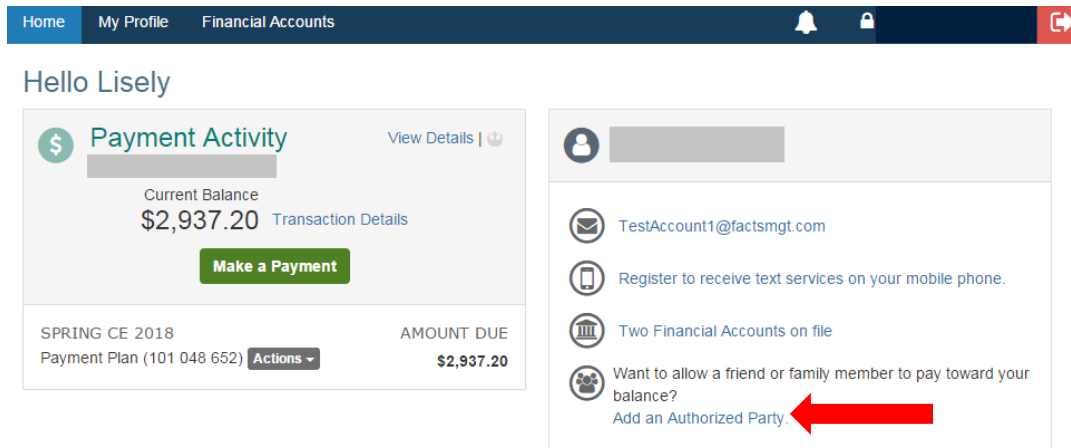


How to Set Up an Authorized Party

1. The student will click on the 'Finances' icon in their MyHarper Portal, and then click the 'Online Payments' icon.



2. Click the 'Add an Authorized Party' link.



3. The student will fill in the information requested for the Authorized Party.

Add Authorized Party

First Name Last Name

Authorized Party Access

Authorized Parties will have access to your Harper College 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

e.g. What year did we go to Florida?

Authorized Party Authentication Answer

e.g. 2010

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, Lisely Gavina, agree to the terms and conditions.

[Cancel](#)

- The Authorized Payer will receive an email with a link that will direct them to the payment screen.
- Upon logging in for the first time the Authorized Party will be prompted to confirm your access.

Confirm Your Access for

You have been added as an Authorized Party by *John Doe* at Harper College.

As an Authorized Party you can view information and make payments toward the balance owed to Harper College.

To begin setting up your Authorized Party account, please answer the following question created by *John Doe*.

Authorized Party Authentication Question

If you do not know the answer to the above question, please contact *John Doe*.

Next

- Next, the authorized party will either need to create a new account or if you have previously created your account you will need to sign in.

Sign In

Welcome! Thank you for using Nelnet.

Your e-mail address is already in use by another account in the system. Please sign into your account.

Sign into your Nelnet account

[Need to create a new Nelnet account?](#)

- If the authorized party is creating a new account you will have to set up a username and password

Create Account

Online Account Profile

Username and Password

Username*	<input type="text"/>
Password*	<input type="password"/>
Re-Enter Password*	<input type="password"/>

- Do not include spaces in your username or password
- You may use your e-mail address for your username
- Passwords must contain at least 8 characters
- Passwords must contain at least one letter and one number
- Passwords are case sensitive

Security Questions

Password Reset Question*	-- Select --	?
Password Reset Answer*	<input type="text"/>	
Telephone ID Question 1*	-- Select --	?
Question 1 Answer*	<input type="text"/>	
Telephone ID Question 2*	-- Select --	?
Question 2 Answer*	<input type="text"/>	

Submit

Back

Cancel

8. Next the Authorized Party will be able to 'Make a Payment' or 'Set up a Payment Plan'.

The screenshot shows a user interface for a student account. At the top, a navigation bar includes 'Home', 'My Profile', and 'Financial Accounts'. On the right, there are icons for notifications and a lock, along with the text 'Signed in as John' and a red arrow icon. Below the navigation bar, the user is greeted with 'Hello John'. The main content is divided into two panels. The left panel, titled 'Payment Activity', shows a current balance of \$1,358.50 and a 'Transaction Details' link. It features a 'Make a Payment' button with a red arrow pointing to it, and a 'Set up a Payment Plan' button with a red arrow pointing to it. The right panel, titled 'John Doe', includes a 'Register to receive text services on your mobile phone' link and a 'Have another activity you want to link?' link. A footer note states: 'Balance may not include Nelnet fees that are owed by another party.'

Beginning with the Summer 2018 semester, students will need to add an authorized party if they want to have someone else paying for their tuition and fees. It is recommended that this is completed prior to a student registering for courses.

Those students that had an authorized payer in the previous payment system will need to re-add their previous authorized payers as desired. The former authorized parties will not be migrated to the new system.

Authorized parties now have the ability to create their own payment plan on behalf of a student.