

## **“Authorized Party” Access - Guest Tutorial**

A UWGB student is able to grant parents and/or other guests access to view the financial account detail of their student account and ability to make online payments as an “Authorized Party”.

**GUESTS** who have been granted access as an “Authorized Party” have the ability to:

- View financial account information
- Make online payments to student’s account with credit card; debit card; or electronic check
- Can visit the Bursar website, [www.uwgb.edu/bursar/billing-invoice-information/](http://www.uwgb.edu/bursar/billing-invoice-information/), for information on specific information such as due dates and policies and procedures
- No other student information (grades, class schedules, etc) will be viewable by Authorized Parties

**UWGB Student** grants “Authorized Party” access to parents and other guests through our online payment vendor Nelnet Business Solutions (NBS) by logging into their SIS account and clicking on “make a payment” link. Link will take Student to our online payment vendor NBS site where Student will complete steps to Authorize Party access.

- During setup of Authorized Party student will be prompted to enter an “authentication question”. Answer to question *must* be known to the Authorized Party.
- During setup of Authorized Party student must enter correct email address of the Authorized Party.

**Authorized Party** will receive an email from our online payment vendor Nelnet Business Solutions (NBS).

- NBS email will contain URL for Authorized Party to use when accessing Student’s account for making online payment with credit card; debit card; or electronic check and to view student’s financial account detail.
- Authorized Party must be able to enter in correct answer to the ‘authentication question’ created by student during setup process.
- Authorized Party will follow prompts on NBS website to complete authorized party setup.
- Authorized Party can save URL address for future reference and future online payments.
- If UWGB student granted Authorized Party access *ONLY* for making online electronic payments, then the Authorized Party will not see the student’s financial account detail.



UNIVERSITY of WISCONSIN  
GREEN BAY

## University of Wisconsin-Green Bay

### Authorized Party Invite

Customer #. 5000665785

#### Test Test:

I have added you as an Authorized Party on my University of Wisconsin-Green Bay account. In order to view my account balance and make payments, you will need to create an online account.

[Create Account](#)

Thank you,

### **NOTE:**

There is a 2.75% convenience fee charged by our vendor NBS on credit card and debit card payment transactions.

There is no fee for electronic e-check payments.