**“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.
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.