

# Add Authorized Party to allow others to make Payment on SIS

1. Click “Make a Payment or Manage Refunds” link on home page of your SIS account

Nancy's Student Center

The screenshot shows the 'Academics' and 'Finances' sections of a student center. In the 'Academics' section, there is a message: 'You are not enrolled in classes.' Below this, there is a search bar with the text 'other academic...' and a double arrow icon. In the 'Finances' section, there is a message: 'You have no outstanding charges. Refunds are available on or after the 1st day of classes.' Below this, there is a search bar with the text 'other financial...' and a double arrow icon. The 'My Account' section is highlighted with a red box, and the link 'Make Payment or Manage Refunds' is also highlighted with a red box.

2. Link will bring you to our online payment vendor, Nelnet Business Solutions (NBS)
3. Once on the Nelnet screen click “Add Authorized Party” link in lower box

The screenshot shows the header of the University of Wisconsin Green Bay website. It features the university logo and name, the Nelnet logo, and links for 'Español' and 'Customer Service'. The navigation bar includes 'Home', 'My Profile', and 'Financial Accounts'. The user is signed in as 'Nancy'.

Hello Nancy

The screenshot shows the account dashboard for Nancy Skim. It includes three main sections: 'Payment Activity', 'Refunds', and 'Nancy Skim'. The 'Payment Activity' section shows a current balance of \$72.50 and a 'Make a Payment' button. The 'Refunds' section shows a 'Manage Refunds' button. The 'Nancy Skim' section lists account details, including an email address, a text service registration link, and a list of financial accounts. The 'Add an Authorized Party' link is circled in red, and a red arrow points to it from the left.

4. On the “Add Authorized Party” screen complete the following:
  - Type in *First* and *Last* name of person you are granting access as Authorized Party allowing them to make payments on your SIS account
  - Clicking the “*include the details that make up my balance*” box will give the authorized party the ability to see account balance details of your account. NO other student information (such as grades, class enrollments, etc) will be viewable.
  - If the “*include the details that make up my balance*” box is **not** checked, the authorized party can only view the balance due on your SIS account.

## Add Authorized Party

Required fields are marked with a \*

\*First Name

\*Last Name

### Authorized Party Access

Authorized Parties will have access to your University of Wisconsin-Green Bay 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

5. Create an “Authorized Party Authentication” question and answer.
  - Be certain the person you are granting access knows the correct answer to the authentication question
6. Enter a current valid email address for the ‘authorized party’.
7. Click ‘Save’

### 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 over the phone.

E-mail Address

### Terms and Conditions

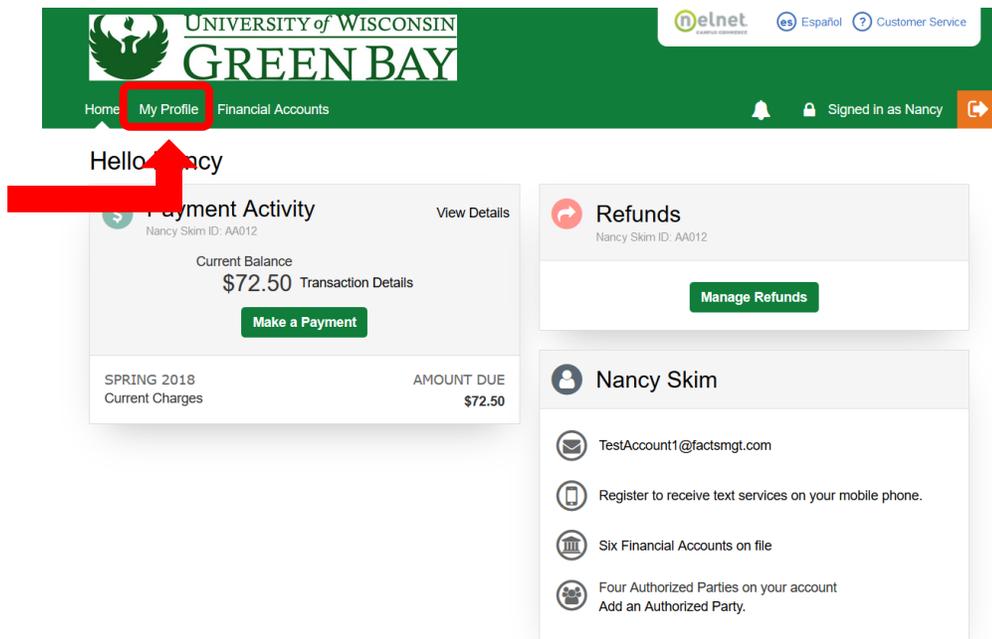
In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are 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, Nancy Skim, agree to the terms and conditions.

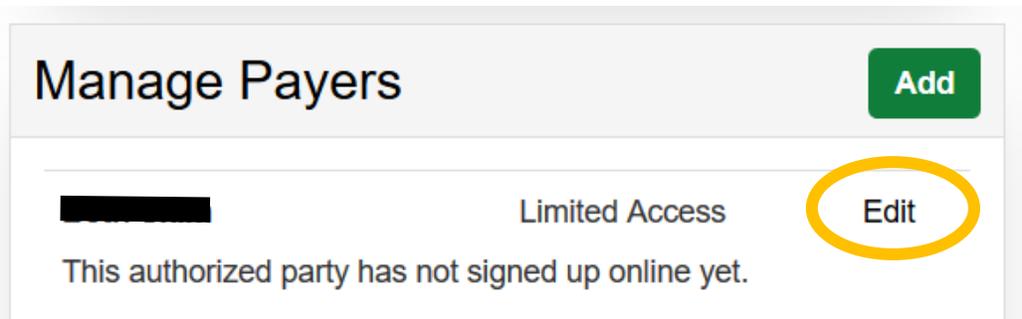
Cancel

Save

8. Once you have clicked “Save” an email will be sent to the ‘authorized party’ with instructions to complete their setup for Nelnet access along with the website link to our online payment vendor Nelnet Business Solutions (NBS).
  - Please inform the authorized party that you have granted them access to financials on your SIS account and instruct them to watch for NBS email.
  - Please inform your authorized party a 2.75% convenience fee is charged by our online vendor NBS on all credit card and debit card transactions. There is no fee for electronic e-check payment.
  
9. Student has ability to **remove** or **deactivate** an “authorized party” from their SIS account.
  - Click the “Make a Payment or Manage Refunds” link from the home page of your SIS account which will bring you to our online payment vendor screen (Nelnet).
  - Click “My Profile” tab on top of the Nelnet screen. This will bring you to your profile detail page.



- Under the “Manage Payers” heading click ‘Edit’ next to the authorized payers you want to delete.



- Click the “Deactivate” box.
- Click “Save” to save your change.

 [Back to My Profile](#)

## Edit Authorized Party

Required fields are marked with a \*

\*First Name

\*Last Name

### Authorized Party Access

- Limited - The authorized party can view your balances only.
- Deactivate - By deactivating this authorized party you are removing their right to access your account balance.

### 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, Nancy Skim, agree to the terms and conditions.

[Cancel](#)

[Save](#)

If you have questions about your SIS account, contact Student Billing at 920-465-2224 or email us at [Bursar@uwgb.edu](mailto:Bursar@uwgb.edu).