Quick Guide to Linking Multiple Authorized Payor Accounts

Step 1: Login to UNL E-Payment System – https://commerce.cashnet.com/UNLPAY?LT=P
Login with the user id and password provided to you in the email you received regarding your Authorized Payor account.

Your student must set you up as an Authorized Payor on their student account. If they have not done so, they need to follow the instructions here: http://bursar.unl.edu/setting-up-an-authorized-payor

Step 2: UNL E-Payment System - Select “Add New” under the “Links to Other UNL and NCTA Students” section on bottom left of screen.
Step 3: Enter Other Authorized Payor Information – Enter the Authorized Payor and password for another account you have been set up for. Hit ok.

Step 4: Other Authorized Payor Account Link – You’ll now see a link to the other Authorized Payor account in the “Links to Other UNL and NCTA Students” box. Our example below is Lil Red’s account and is linked to Herbie Husker’s. Once the link is established, you will only have to login to one account and can move back and forth between your accounts by clicking on the name associated with your other Authorized Payor account.

You know which student’s account you are in by the name listed in either the “Links to Other UNL and NCTA Students” section or at the top right of the UNL E-Payment System screen.