Quick Guide to Setting Up an Authorized Payor

Step 1: Login to MyRED – Go to myred.unl.edu and enter your login information.

Step 2: MyRED Portal Home Page – Click on the blue “Pay Bill” link. Be sure your browser settings allow pop-ups from this website.

Step 3: UNL E-Payment System – A new window will open for the UNL E-Payment System. An Authorized Payors section is at the bottom left of the screen. Select Add New.
**Step 4: Create Authorized Payor** - Enter a User Name for the Authorized Payor. Enter the name, email address the login information should be sent to, and additional requested information regarding your Authorized Payor.

If you choose, enter a note to your parent or other payor. This note will be included in the welcome email they receive with their login information.

Click OK.

**Step 5: Welcome Email Sent to Authorized Payor** - The Authorized Payor will be emailed their login information as well as the link to the UNL E-Payment system: [https://commerce.cashnet.com/UNLPAY?LT=P](https://commerce.cashnet.com/UNLPAY?LT=P)

Please Note: Authorized Payors **cannot** access the UNL E-Payment System through MyRED.