

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.

Recent Payments On Student Account		
12/11/2014	\$35.00	View
08/20/2014	\$20.00	View
07/17/2014	-\$245.00	View

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.

Your Student Account
 Current Balance \$6,543.21
[Click here to make a payment](#) (Credit balances are not displayed)
 The last payment received was for \$35.00 on 12/11/2014.

Recent Payments On Student Account

Date	Amount	Action
12/11/2014	\$35.00	View
08/20/2014	\$20.00	View
07/17/2014	-\$245.00	View

Links to Other UNL and NCTA Students

You are currently logged into Lil Red. Click on a name below to transfer to that student or click on 'Add New' to create a link to another student at UNL or NCTA. If a link has been deactivated, click on 'Update' to enter new login information or contact the student for assistance.

Husker Herbie	Update	Remove
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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.