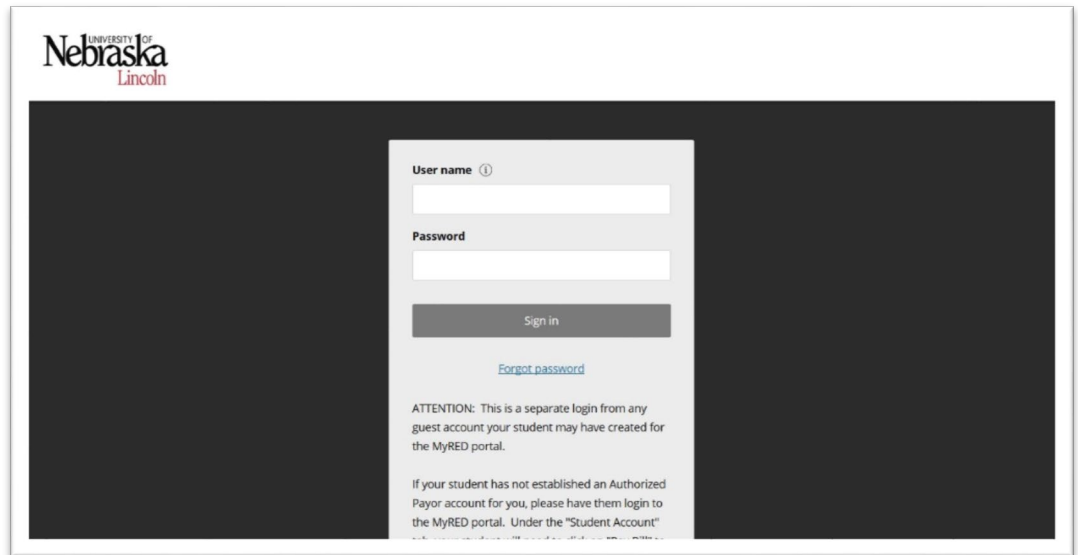


Quick Guide to Paying Your Student's Bill Online

Step 1: Login to UNL E-Payment System – <https://commerce.cashnet.com/UNLPAY?LT=P>

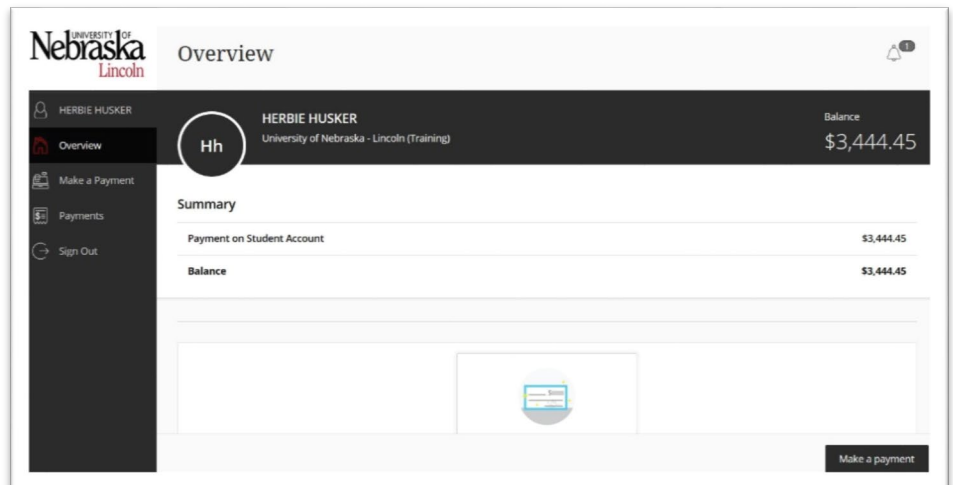
Login with the user id and password provided to you in the email you received regarding your Authorized Payor account.

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>

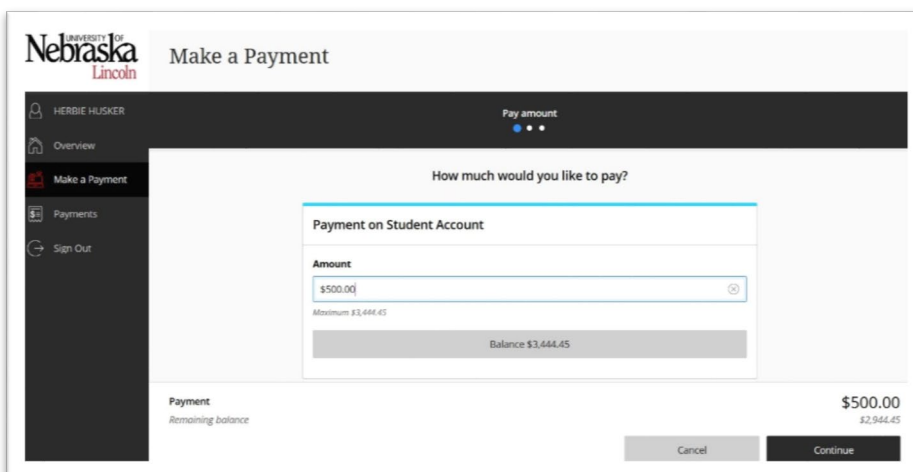


The screenshot shows the login page for the University of Nebraska Lincoln. It features the university's logo at the top left. The main content area is dark with a white login form in the center. The form includes fields for 'User name' and 'Password', a 'Sign in' button, and a 'Forgot password' link. Below the form, there is an 'ATTENTION' message stating that this is a separate login from any guest account the student may have created for the MyRED portal. A note at the bottom indicates that if the student has not established an Authorized Payor account, the user should log in to the MyRED portal under the 'Student Account'.

Step 2: UNL E-Payment System - Select "Make a payment".



The screenshot shows the 'Overview' page of the UNL E-Payment System. The user is identified as HERBIE HUSKER, University of Nebraska - Lincoln (Training). The current balance is \$3,444.45. A 'Summary' section shows a 'Payment on Student Account' of \$3,444.45 and a 'Balance' of \$3,444.45. A 'Make a payment' button is visible at the bottom right.

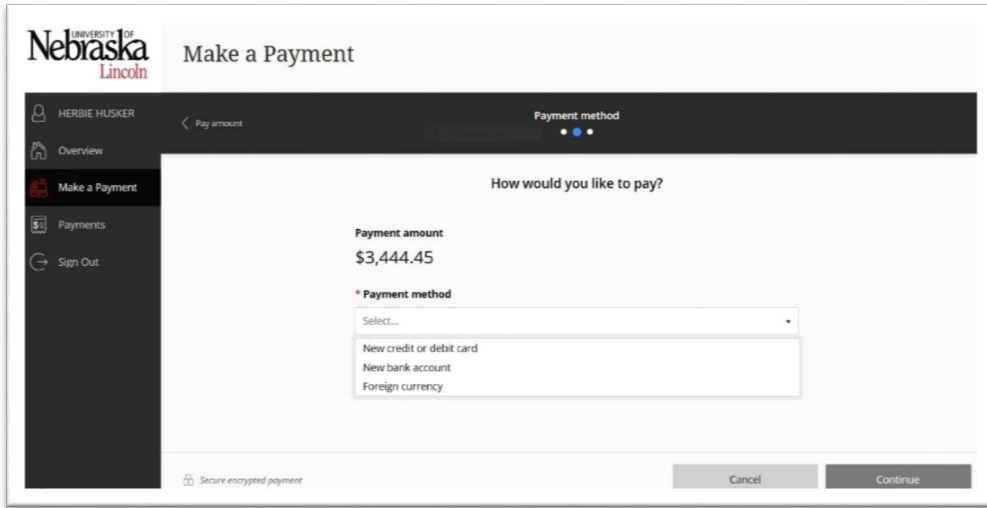


The screenshot shows the 'Make a Payment' page. The user is identified as HERBIE HUSKER. The page asks 'How much would you like to pay?' and shows a 'Payment on Student Account' section. The 'Amount' field is set to \$500.00, with a maximum of \$3,444.45. The 'Balance' is \$3,444.45. The 'Payment' section shows a payment of \$500.00, leaving a 'Remaining balance' of \$2,944.45. 'Cancel' and 'Continue' buttons are at the bottom.

Step 3: Enter Amount of Payment – Enter the amount you would like to pay in the Amount box.

Please Note: Payment is only allowed if there is a positive balance on the account.

Select "Continue".



Step 4: Choose Payment Method - Choose your method of payment.

Enter details of payment method (see below). Select "Continue".

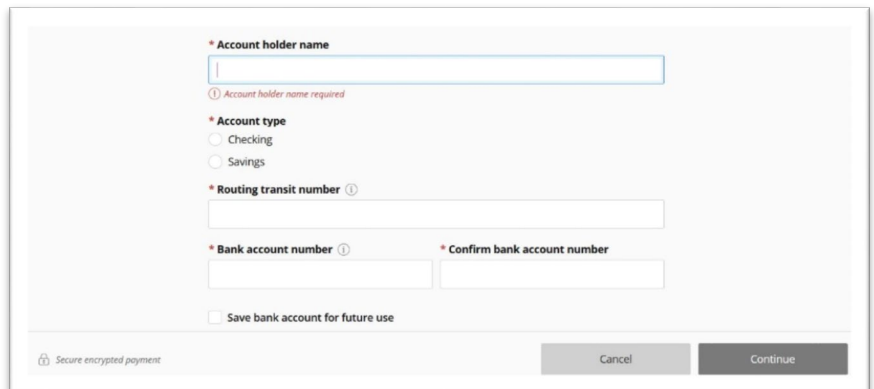
See separate document "Paying Your Bill with Foreign Currency" for further details on this option.

Step 5: Submit Payment – Review payment details and select "Pay" button to complete the payment.

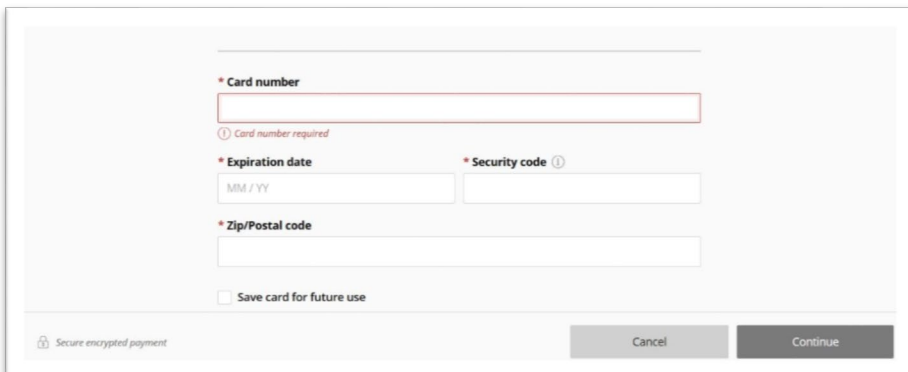
Online Check Form:

BE VERY CAREFUL WHEN ENTERING INFORMATION. Inaccurate information will result in a \$30.00 return check fee.

CAUTION: Do NOT enter your debit card or credit card number on the Online Check Form. Neither is the bank account number needed to make this type of payment.



Save your payment information for future use by checking the box and entering a nickname for the payment method at the bottom of the screen.



Credit Card Form:

A 2.75% convenience fee is charged on all credit card payments. Credit cards are ONLY accepted online.

Save your payment information for future use by checking the box and entering a nickname for the payment method at the bottom of the screen.