Guide to Paying Your Student's Bill Online

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

Login with the user id and password provided to you in the email you received regarding your Authorized Payor account. The email will be from: bursar@unl.edu

Your student must set you up as an Authorized Payor on their student account. If they have not done

Nebraska Lincoln	
	User name ①
	Password
	Sign in
	Eorgot password
	ATTENTION: This is a separate login from any guest account your student may have created for the MyRED portal.
	If your student has not established an Authorized Payor account for you, please have them login to the MyRED portal. Under the "Student Account"

so, instructions can be found here: <u>http://bursar.unl.edu/setting-up-an-authorized-payor</u>

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



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 'Checkout'.



Step 4: Choose Payment Method -Choose your method of payment. Enter details of payment method (see below). Select 'Continue'.

See separate 'International Payments' document for further details on this option.

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S My Account		Step 2 of 3: Payment method ♂-0-①	
Overview		How would you like to pay?	
🖺 Make a Payment		Payment amount	
Sii Transactions		\$500	
Help		* Payment method	
⊖ Sign Out		New credit or debit card Conversionce fees apply to all card payments	
		New bank account Your debit or credit card do NOT work with this option.)	
		International payment Facilitated by Convera	
	$\widehat{(i)}$. Secure encrypted payment		Cancel Continue

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

Bank Account (online check) Form:

BE VERY CAREFUL WHEN ENTERING YOUR BANK ACCOUNT INFORMATION. Inaccurate information will result in a \$30 return check fee.

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

Nebraska		Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.
 My Account Overview Make a Payment 		This transaction will appear on your financial institution record as UNEV NEBR LINE UNE FMT. Receiver your data cardully. Any returns will recall in additional charges. UNL's returned to the second second second second second second second second second ATTN: With Second Second second second second second second second second attraction second second second second second second second second second attractive second second second second second second second second attractive second second second second second second second second second attractive second second second second second second second second second attractive second second second second second second second second second attractive second
Transactions Help		* Account holder name
⊖ Sign Out		Account type Account fyre Swing Swing Routing transit number ①
		* Bank account number ① * Confirm bank account number
		Save bank account for future use
	Secure encrypted payment	

Save your payment information for future

use by checking the box 'Save bank account for future use' and entering a nickname for the payment method in the field provided.

Credit or Debit Card Form:

Laborer 105		
NEULASIA	\$500	
Lincom	* Payment method	Change
My Account	New credit or debit card	
Overview	Convenience liees apply to all card p	Jayments
Make a Payment	Million Party State Stat	oscena 📴 📾 🐡 VISA
	This transaction will appear on g	your credit card statement as "CASHNet SmartPay UNL".
Transactions	* Card number	
Help		
	Cord number required	
	* Expiration date	* Security code ①
	MM / YY	
	* Zip/Postal code	
	International cardbolders may input 'N	594°
	Save card for future use	

A convenience fee is charged on all card payments. Cards are ONLY accepted online.

Save your payment information for future use by checking the box 'Save card for future use' and entering a nickname for the payment method in the field provided.