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.
**Step 4: Profile Page** - Select your Profile page by clicking on your name at the top of the left menu. Select “Send a payer invitation” under the Payers section of your Profile Page. A screen will open up at the right of your page. Students can also delete and manage Authorized Payors via this Payers section.

**Step 5: Create Authorized Payor** - Enter the name you Authorized Payor, the email address the login information should be sent to, and a short message. This message will be included in the welcome email your Authorized Payor will receive with their login information. Click “Send invitation”.

**Step 6: 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.