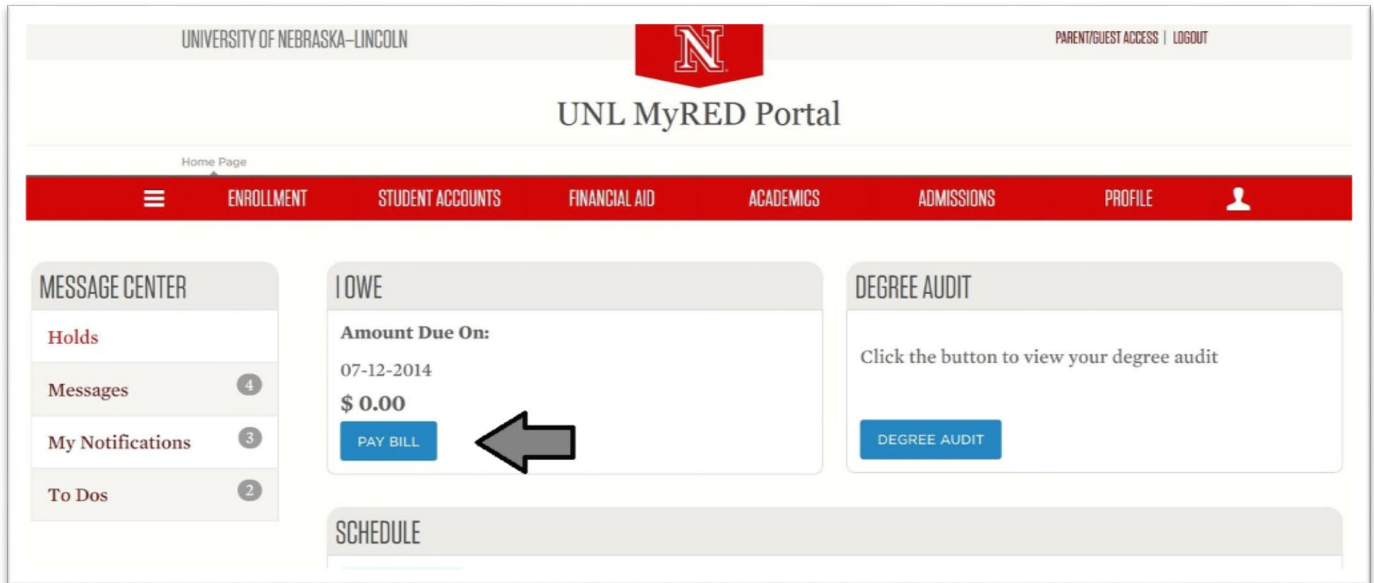


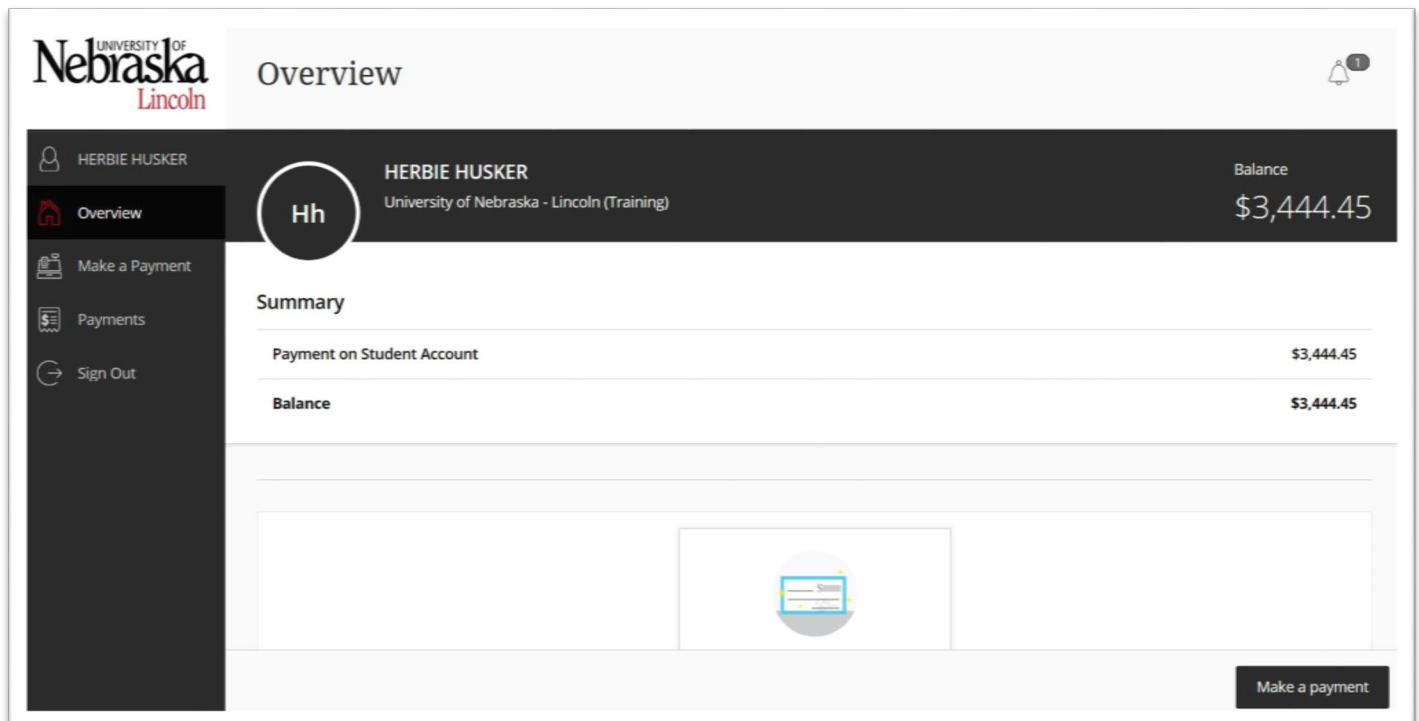
# Quick Guide to Setting Up an Authorized Payor

**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.

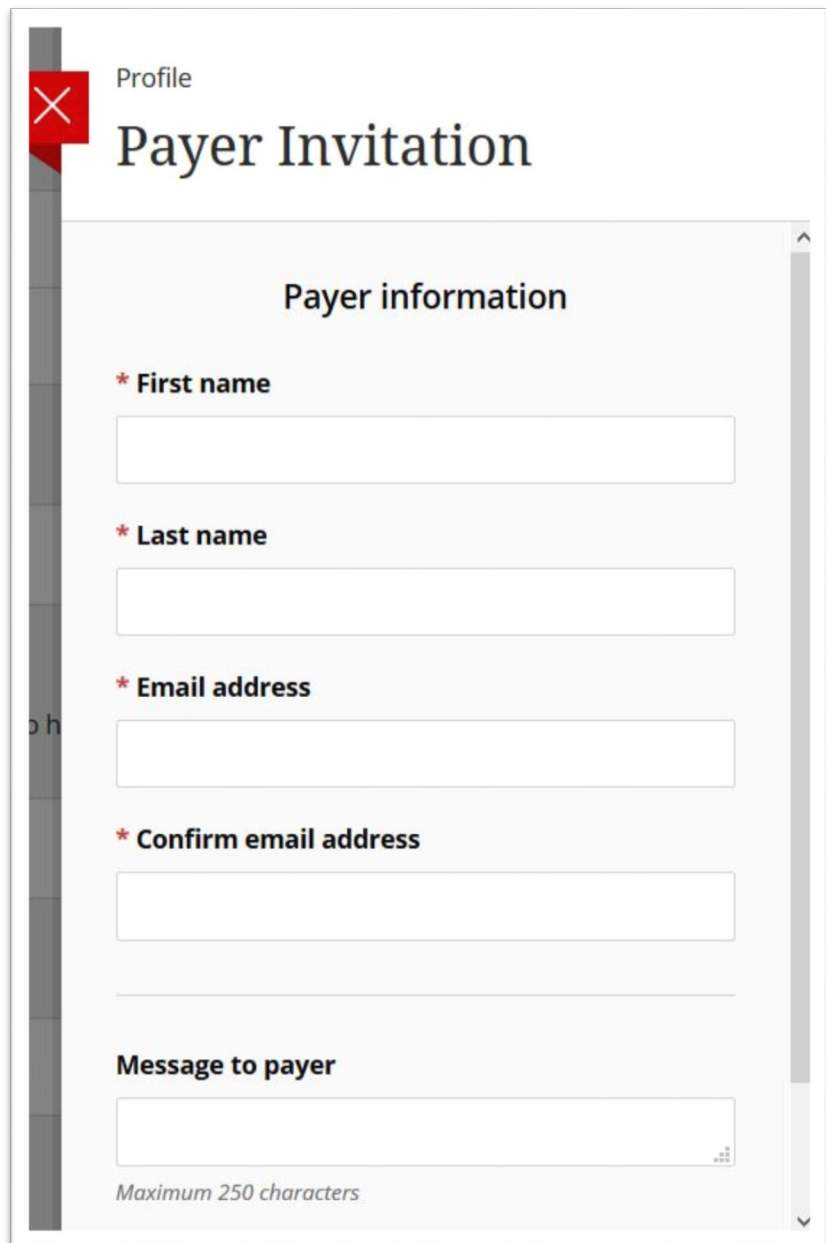


**Step 4: Profile Page** - Select your Profile page by clicking on your name at the top of the left menu. Select “Send a payer invitation” under the Payers section of your Profile Page. A screen will open up at the right of your page. Students can also delete and manage Authorized Payors via this Payers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



The screenshot shows a web interface for creating a payer invitation. At the top left, there is a red square icon with a white 'X' and the word 'Profile' next to it. The main heading is 'Payer Invitation'. Below this is a section titled 'Payer information' which contains four required text input fields: '\* First name', '\* Last name', '\* Email address', and '\* Confirm email address'. Below these fields is a section titled 'Message to payer' with a larger text area. At the bottom of the message area, it says 'Maximum 250 characters'. The form is set against a light gray background with a vertical scrollbar on the right side.

**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>

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