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.

Step 3: Make a Payment – Click on the make a payment link. Be sure your browser settings allow pop-ups from this website.
Step 4: UNL E-Payment System – A new window will open for the UNL E-Payment System. An Authorized Payors section is at the bottom left of the screen. Select Add New.

Step 5: Create Authorized Payor - Enter a User Name for the Authorized Payor. Enter the email address the login information should be sent to. Confirm the email address by entering it again. If you choose, enter a note to your parent or other payor. This note will be included in the welcome email they receive with their login information.

Click OK.

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. Authorized Payors cannot access the UNL E-Payment System through MyRED.