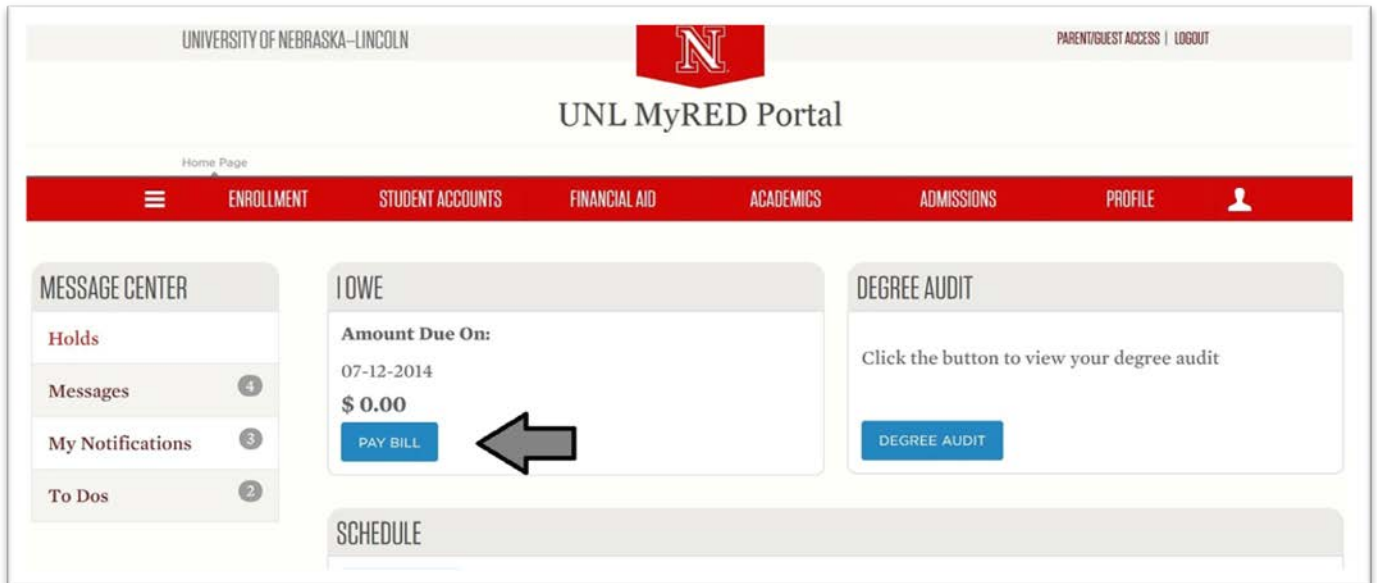


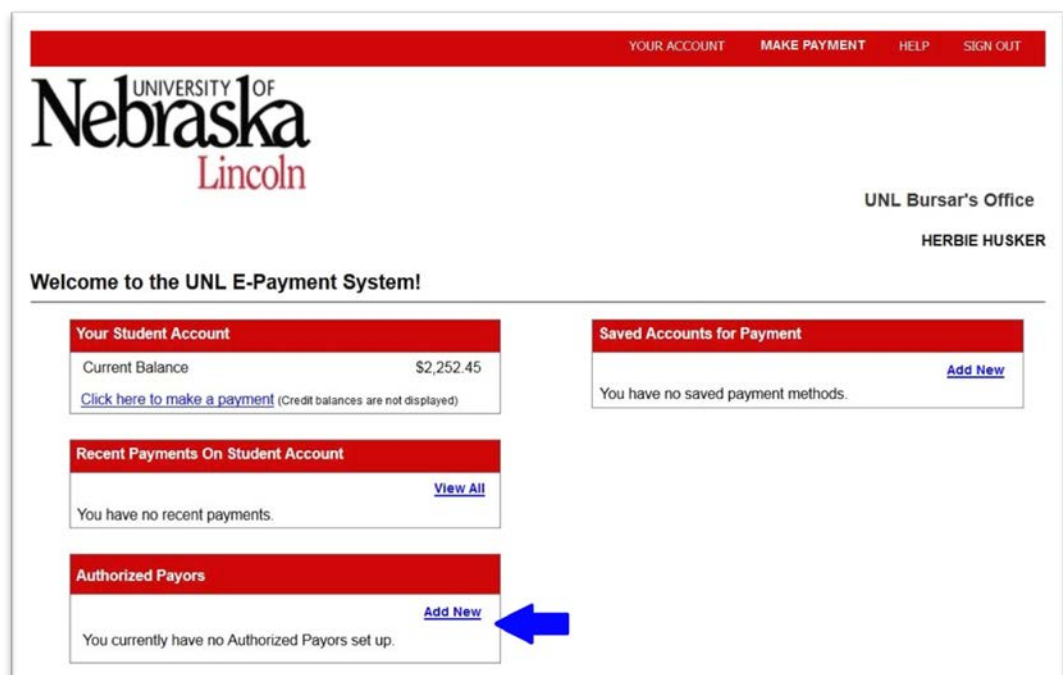
# Quick Guide to Setting Up an Authorized Payor

**Step 1: Login to MyRED** – Go to myred.unl.edu and enter your login information.

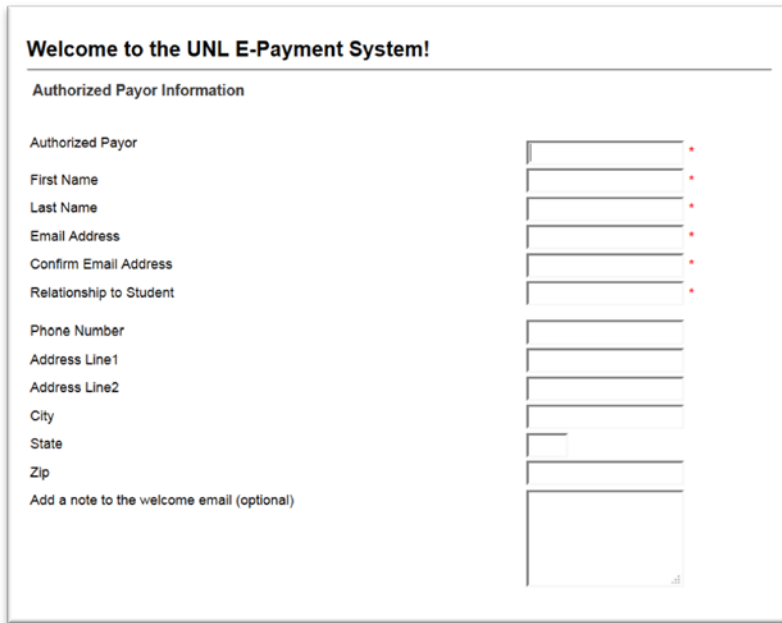
**Step 2: MyRED Portal Home Page** – Click on the blue “Pay Bill” link. Be sure your browser settings allow pop-ups from this website.



**Step 3: UNL E-Payment System** – A new window will open for the UNL E-Payment System. An Authorized Payers section is at the bottom left of the screen. Select [Add New](#).



**Step 4: Create Authorized Payor** - Enter a User Name for the Authorized Payor. Enter the name, email address the login information should be sent to, and additional requested information regarding your Authorized Payor.



The screenshot shows a web form titled "Welcome to the UNL E-Payment System!". Below the title is a section labeled "Authorized Payor Information". The form contains the following fields:

- Authorized Payor (text input)
- First Name (text input)
- Last Name (text input)
- Email Address (text input)
- Confirm Email Address (text input)
- Relationship to Student (text input)
- Phone Number (text input)
- Address Line 1 (text input)
- Address Line 2 (text input)
- City (text input)
- State (text input)
- Zip (text input)
- Add a note to the welcome email (optional) (text area)

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 5: 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.