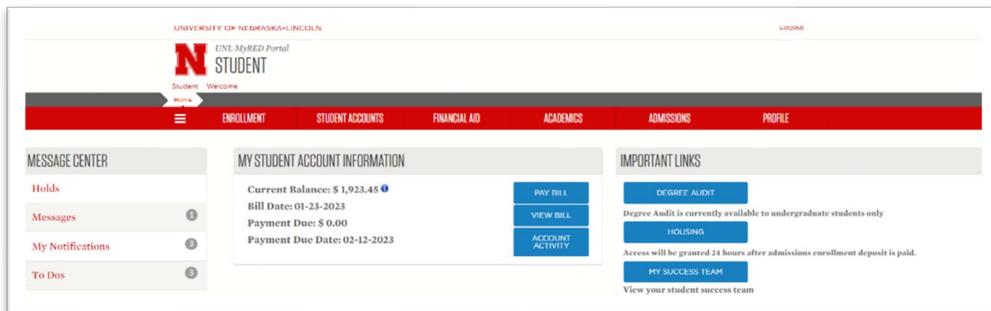


Guide to Setting Up an Authorized Payor

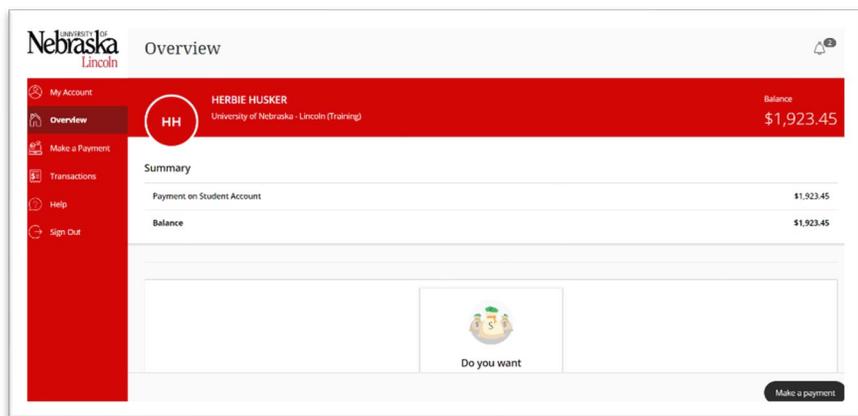
Step 1: Login to MyRED – Go to myred.unl.edu and enter your login information.

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: Select 'Send a Payer Invitation' – If available, select 'Send a payer invitation' in the center of the Overview page. Otherwise, select your Profile page by clicking on 'My Account' in the left menu. Select "Send a payer invitation" under the Payers section of your Profile Page.



A screen will open 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 of your Authorized Payor, the email address the login information should be sent to, and a short message (optional). 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>

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