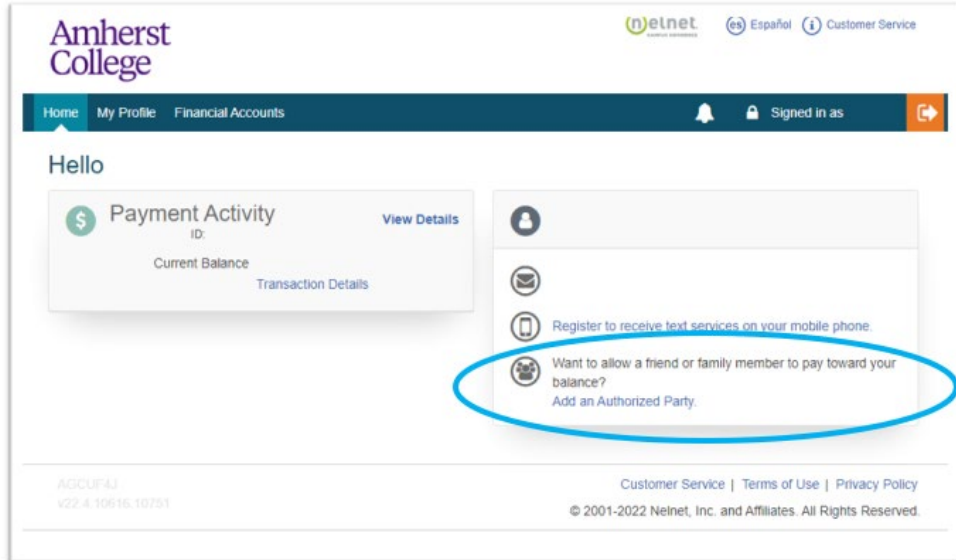


# Assigning an Authorized User (Third – Party) to Your Nelnet Account

## STEP 1

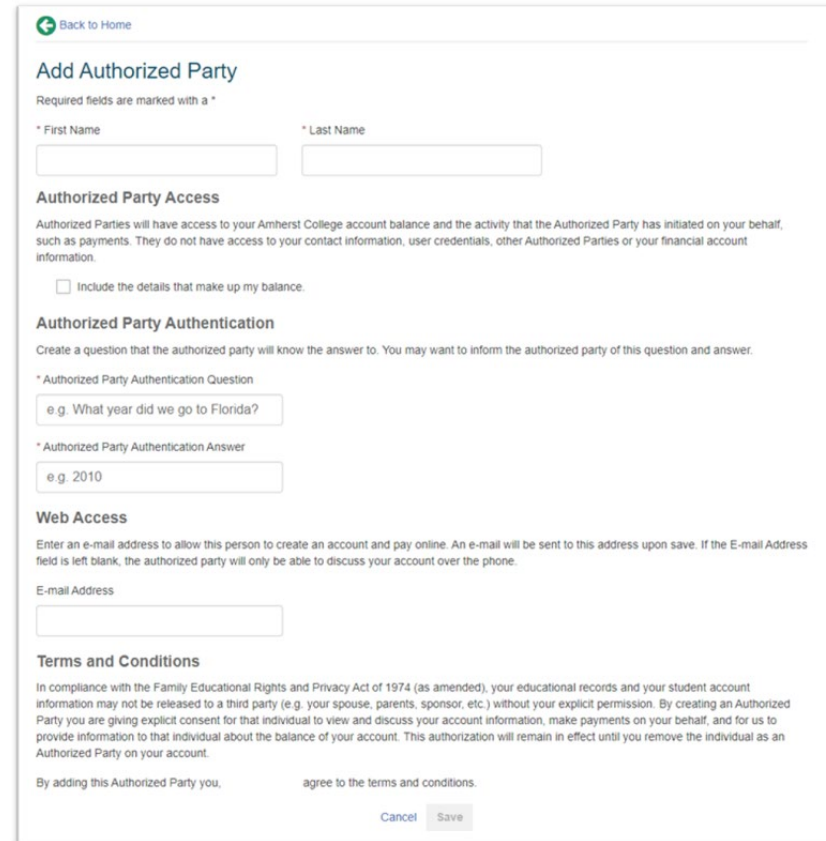
Log into Workday, navigate to the Finances App and select **Make a Payment**. You will be directed to Nelnet’s website. There, select the **Add an Authorized Party** found on the right hand side of your browser.



## STEP 2

Input the following information for the **Authorized User (Third-Party)**:

- First Name
- Last Name
- Check the **Include the details that make up my balance** box
- Enter an authentication question that your Third-Party user will know the answer to (will be required for the Third-Party to answer correctly to enroll)
- Enter their email address

A screenshot of the 'Add Authorized Party' form. The form includes fields for 'First Name' and 'Last Name', a checkbox for 'Include the details that make up my balance', and a section for 'Authorized Party Authentication' with fields for 'Authorized Party Authentication Question' and 'Authorized Party Authentication Answer'. There is also a 'Web Access' section with an 'E-mail Address' field. The form ends with a 'Terms and Conditions' section and 'Cancel' and 'Save' buttons.

## ★ IMPORTANT

Be sure the email address you are inputting is correct and current. If the third-party wishes to communicate with our Office it must be done so with that email address or must be validated when calling.

Read the **Terms and Conditions**, if you agree, select **Save**. Your Third-Party user will receive an email invitation to sign up with Nelnet. This will require them to answer your **Authorized Party Authentication Question** correctly to continue and create an account/enroll in a payment plan.