Instructions for Parents and Third Parties to navigate the Finances App in Workday to view balances, generate statements and learn where to make payments.

*IMPORTANT* The student must first complete the steps for Assigning a Third-Party User to Your Student Account which will create your Workday username.

**STEP 1**
Log into Workday with your new username.

**STEP 2**
Navigate to the Menu and select Finances for Third Party.

**STEP 3**
Tasks: View Student Statement allows a specific term to be selected to view all related activity. The Generate PDF button creates a printable version. Statement view will only show current term balance details. *See page 3 for more details.

**STEP 4**
Tasks: View Account Activity will allow you to see a Transaction Summary of ALL account transactions regardless of term.

**STEP 5**
Due Now Details will allow you to see Past Due Charges, Current Due Charges and Anticipated Payments regardless of term by clicking the blue dollar value. A pop up box will appear listing the individual charges that make up the total amount.
Parent and Third Party Guide to Navigating the Finances App in Workday

STEP 6
Payment Links: Make a Payment Through Nelnet will bring you to the Nelnet ONE TIME payment form to make an electronic payment. Choose the term from the drop down that you are making a payment for.

STEP 7
Payment Links: Make a Payment to Your Nelnet Payment Plan will bring you to the Authorized Party Portal. *IMPORTANT* The student must first complete the steps for Assigning an Authorized User (Third Party) to Your Nelnet Account which will create your Nelnet username.

STEP 8
Payment Links: Make a Payment Through Flywire will bring you to Flywire where international wire payments can be made.

STEP 9
Payment Links: Deposit Funds to AC Dollars will bring you to the GET Funds site where you can electronically load funds to the students AC Dollar account. Third parties will choose the Family and Friends link.
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*STEP 3 - Additional Information*

Prior term balance details must be viewed on the corresponding term statement. Prior term past due balances will show in the past due total on both the related term and the current term statements. Prior term Non-past due balances will NOT show at all on a statement that is not specific to the term.

**IMPORTANT:**

Workday and Nelnet links and username/ passwords will not be the same. Please be sure to bookmark this link to access each of the below options and save your username and password for each platform.

- Third Party Workday Login
- Make a One-Time electronic Payment through Nelnet
- Make a payment to your Payment Plan through Nelnet
- Make an International Payment through Flywire

We also recommend you bookmark these instructions for future use. Should you have any questions we can be reached at studentaccounts@amherst.edu 413-542-2811

Visit our website for detailed information and instructions on many other topics related to your students account. [https://www.amherst.edu/offices/controller/student-accounts](https://www.amherst.edu/offices/controller/student-accounts)