

Parent and Third Party Guide to Navigating Workday



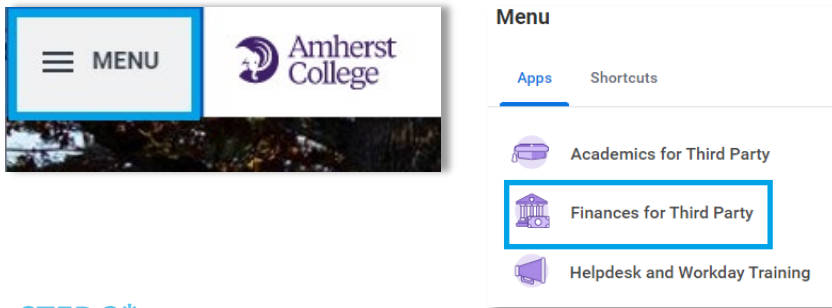
Amherst College

Instructions for Parents/ Third Parties to navigate their Workday account to view balances, charge and payment activity. ***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.

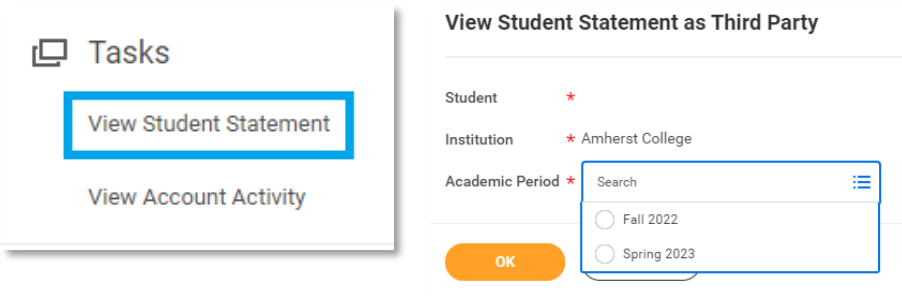
STEP 2

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



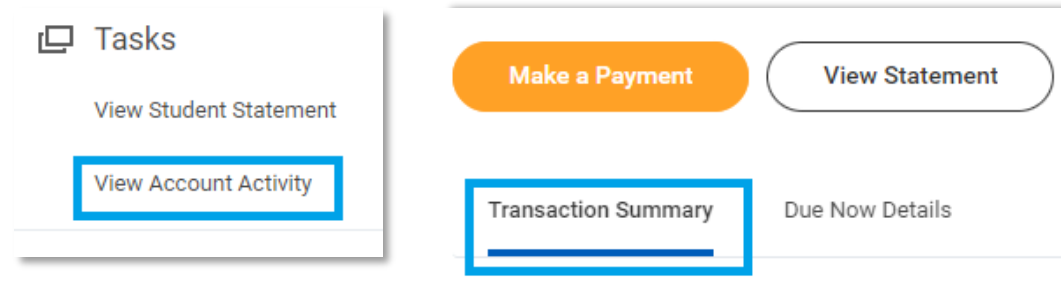
STEP 3*

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.*



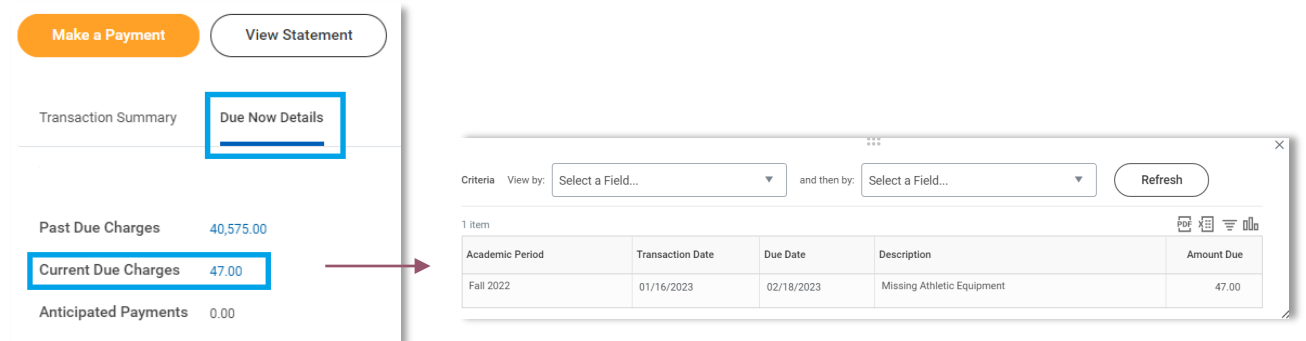
STEP 4

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.



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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.

The screenshot shows the 'Payment Links' menu on the left with 'Make a Payment Through Nelnet' highlighted. On the right is the 'Amherst Online Payment Portal' form. The 'Term' dropdown menu is highlighted with a blue box. The form includes fields for Student First Name, Student Last Name, Student ID, and Re-enter Student ID, along with a 'Submit' button.

STEP 8

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

The screenshot shows the 'Payment Links' menu on the left with 'Make a Payment Through Flywire' highlighted. On the right is the 'Your payment' form. The form includes a 'Country or region' dropdown, an 'Amount' field, and a 'NEXT' button. A note at the bottom states: 'Amount will be formatted in the destination currency in this case United States Dollars. i.e. 10,000.00 for ten thousand USD.'

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.

The screenshot shows the 'Payment Links' menu on the left with 'Make a Payment to Your Nelnet Payment Plan' highlighted. On the right is the 'Amherst College' Authorized Party Portal. The 'Sign in to the Authorized Party Portal' button is highlighted with a blue box. The page includes 'Student instructions' and 'Authorized Party instructions'.

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.

The screenshot shows the 'Payment Links' menu on the left with 'Deposit Funds to AC Dollars' highlighted. On the right is the 'AC DOLLAR\$ DEPOSITS' page. The page includes a welcome message, instructions for logging in with an Amherst username and password, and a link for 'Family and Friends (no login required)'. The 'Click Here to Deposit into a Student's AC Dollar\$ Account' link is highlighted with a blue box.

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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 413-542-2817




STATEMENT OF STUDENT ACCOUNT

Remit To:	
Amherst College Office of the Controller PO Box 5000 Amherst, MA 01002-5000 United States of America	
Statement Date:	Student ID
February 10, 2023	
Past Due:	Current Semester Balance:
\$47.00	\$47.00

PLEASE MAKE CHECKS PAYABLE TO: Amherst College
PAYMENT TERMS: Due Upon Receipt
ONLINE PAYMENT: www.amherst.edu/go/payment
QUESTIONS: 413-542-2817
studentaccounts@amherst.edu


CURRENT PERIOD ACCOUNT ACTIVITY Fall 2022

Transaction Date	Due Date	Description	Charges	Credits
Statement Charges				
07/08/2022	08/05/2022	Health Insurance (Waivable)	2,759.00	
07/08/2022	08/05/2022	Room	4,525.00	
07/08/2022	08/05/2022	Tuition	31,750.00	
07/08/2022	08/05/2022	Tuition Insurance (Waivable)	120.00	
07/08/2022	08/05/2022	Transcript Fee	25.00	
07/08/2022	08/05/2022	Board	3,850.00	
07/08/2022	08/05/2022	Student Activities	300.00	
01/06/2023	02/06/2023	Missing Athletic Equipment	47.00	
Total Statement Charges			\$43,376.00	
09/27/2022		Financial Aid / Payments (Disbursed and Applied)		43,329.00
		Wire - Flywire		
Total Student Payments				\$43,329.00



Explanation of Terms:

<p>Past Due: The past due balance consists of all charges past its due date regardless of the academic period it relates to.</p> <p>Current Semester Balance: The current semester balance consists of all outstanding charges in the current period. This includes past due charges, current due charges, and future due charges within the same academic period the statement was run for. The current term balance does consider pending financial aid and anticipated payments. If the anticipated financial aid and/or anticipated payments result in a credit balance, the current term balance will be reflected as \$0. Once anticipated financial aid and/or anticipated payments are disbursed/received, a credit balance will be shown at that time.</p>	<p>Statement Summary</p> <p>Past Due: \$47.00</p> <p>Current Semester Balance: \$47.00</p>
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STATEMENT OF STUDENT ACCOUNT

Remit To:	
Amherst College Office of the Controller PO Box 5000 Amherst, MA 01002-5000 United States of America	
Statement Date:	Student ID
February 10, 2023	
Past Due:	Current Semester Balance:
\$40,575.00	\$40,545.00

PLEASE MAKE CHECKS PAYABLE TO: Amherst College
PAYMENT TERMS: Due Upon Receipt
ONLINE PAYMENT: www.amherst.edu/go/payment
QUESTIONS: 413-542-2817
studentaccounts@amherst.edu

CURRENT PERIOD ACCOUNT ACTIVITY Spring 2023

Transaction Date	Due Date	Description	Charges	Credits
Statement Charges				
12/06/2022	01/06/2023	Tuition Insurance (Waivable)	120.00	
12/06/2022	01/06/2023	Tuition	31,750.00	
12/06/2022	01/06/2023	Room	4,525.00	
12/06/2022	01/06/2023	Board	3,850.00	
12/06/2022	01/06/2023	Student Activities	300.00	
Total Statement Charges			\$40,545.00	
Financial Aid / Payments (Disbursed and Applied)				
Total Student Payments				



Explanation of Terms:

<p>Past Due: The past due balance consists of all charges past its due date regardless of the academic period it relates to.</p> <p>Current Semester Balance: The current semester balance consists of all outstanding charges in the current period. This includes past due charges, current due charges, and future due charges within the same academic period the statement was run for. The current term balance does consider pending financial aid and anticipated payments. If the anticipated financial aid and/or anticipated payments result in a credit balance, the current term balance will be reflected as \$0. Once anticipated financial aid and/or anticipated payments are disbursed/received, a credit balance will be shown at that time.</p>	<p>Statement Summary</p> <p>Past Due: \$40,575.00</p> <p>Current Semester Balance: \$40,545.00</p>
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