Amherst College

STEP 1

Log into Workday, navigate to the Finances App and select **Make a Payment Through Nelnet**. 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

Add Authorized Party	
Required fields are marked with a *	
* First Name	* Last Name
Authorized Party Access	
Authorized Parties will have access to your Am such as payments. They do not have access to information.	herst College account balance and the activity that the Authorized Party has initiated on your be your contact information, user credentials, other Authorized Parties or your financial account
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Include the details that make up my ba	lance.
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Terms and Conditions

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (eg. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and for us to provide information that individual about the balance of your account. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

By adding this Authorized Party you, agree to the terms and conditions.

Cancel Save

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.