

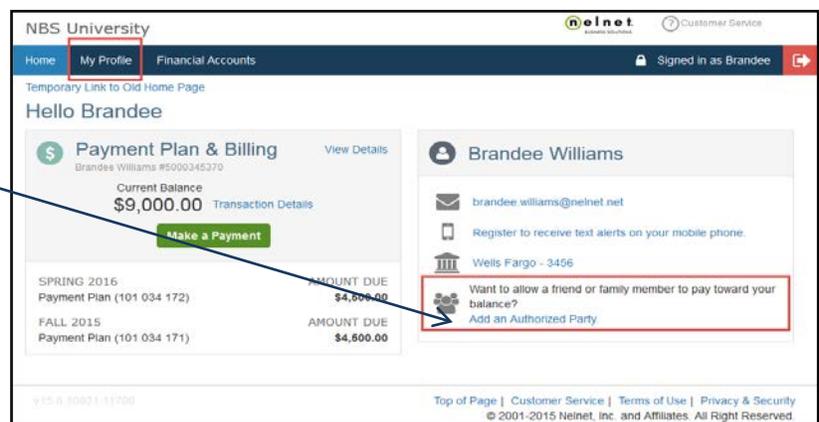
Instructions to set up Authorized Party into your Creighton Nelnet Account

1. Student first need to login to <https://thenest.creighton.edu>
2. Select the "Student Accounts" tab on the top of the page
3. Select "Enroll in Monthly Tuition Payment Plan (MET)" or "View account information, eBills, and make payment online". Either one of these options will transfer you into your Nelnet student account portal. You will be required to fill out your Person Profile information the first time you enter the Nelnet system . Please make sure you enter only your personal information in your Profile (**do not** include any email addresses other than your own). You can then proceed with the visual steps below.

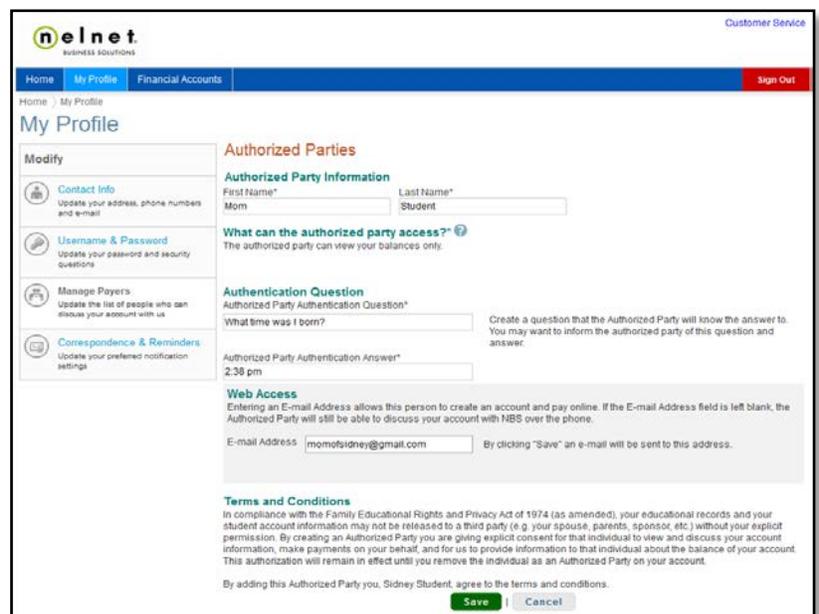
Steps for Student: Invite an Authorized Party to access your account

Parents or other student representatives must be granted access to the student information for the student; this is known as an Authorized Party. The student must complete the steps below to create the Authorized Party invitation. The Authorized Party invitation is sent to the email address provided by the student and includes an embedded link that will direct the Authorized Party to create their User Account and link them to the student. Once the Authorized Party has linked to the student's account they will be able to make payments and enroll for a payment plan on the students' behalf. The student may have an unlimited number of Authorized Parties.

Step 1: From the student welcome page click on the 'Add Authorized Party' link.



Step 2: Complete the Authorized Party Information. Be sure to select the proper level of access for the Authorized Party. If 'Include the details that make up my balance' is not selected, the Authorized Party will not be able to see details of the student's current balance or line items of the bill. Enter the Authorized Party email address and click 'Save' to send the invitation.



Steps for Parent/Guardian: Register as an Authorized Party for your student

Before the Authorized Party can access the student's information they must follow the steps below to register and link to the student's account. Once the Authorized Party has created their Online Account Profile they may access their account any time by going to www.nbspayments.com.

Step 1: Click on the 'NBS Payments' link in the Authorized Party email invitation.

From: Nelnet Business Solutions <noreplytest@factsmgt.com> Sent: Fri 6/20/2014 12:43 PM
To: Mom Student
Cc:
Subject: NBS Authorized Party Invite for Sidney Student (557062035)

CH College Sidney Student
Customer #: 1000322105

Mom Student:

For your convenience Sidney Student has added you as an Authorized Party at CH College. As an Authorized Party you can view information and make payments toward the balance owed to CH College.

To accept this invitation, go to [NBS Payments](#) to set up your Authorized Party account.

Sincerely,
Nelnet Business Solutions

Si usted tiene preguntas sobre esta correspondencia, llame al Servicio al cliente (800)609-8056.

Step 2: Correctly answer the authentication question the student gave during the invitation creation.

Confirm Your Access for Pauline O'Hare

You have been added as an Authorized Party by Pauline O'Hare at Beemer University. As an Authorized Party you can view information and make payments toward the balance owed to Beemer University.

To begin setting up your Authorized Party account, please answer the following question created by Pauline O'Hare.

What time of day was I born

2:38 PM

If you do not know the answer to the above question, please contact Pauline O'Hare.

Next

Step 3: Complete the registration process by providing contact information and creating the Online Account Profile.

Register

Online Account Profile

Username and Password

Username* momofsidney

Password*

Re-Enter Password*

Please do not include spaces.
You may wish to enter your e-mail address as your username.
Passwords must contain at least 8 characters.
You must include at least one letter and one number.

Security Questions

Password Reset Question* What was the color of your first car? ?

Password Reset Answer* Blue

Telephone ID Question 1* What was your high school mascot? ?

Question 1 Answer* Link

Telephone ID Question 2* What is the name of your favorite sports team? ?

Question 2 Answer* Huskers

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