

Add an Authorized Party

- Login to payment plan

The screenshot shows the Shippensburg University student portal. At the top left is the university logo. To the right are links for 'nelnet CAMPUS COMMERCE', 'Español', and 'Customer Servi'. A 'Logout' link is in the top right corner. Below the header is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. A notification bell and a lock icon are also present. The user is signed in as 'Student'. The main content area is titled 'Hello STUDENT'. On the left, there is a 'Payment Activity' section with a 'View Details' link. It shows 'Student & Id Number', 'Current Balance \$5,402.00', and 'Transaction Details'. Below this, it lists 'FALL 2019 Current Charges' and 'AMOUNT DUE \$5,402.00'. A green button says 'Set up a Payment Plan'. On the right, there is a 'Contact email' section with a dropdown menu showing 'STUDENT NAME'. Below the dropdown are three options: 'TestAccount1@factsmgt.com', 'Register to receive text services on your mobile phone.', and 'Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.' A blue arrow points from the 'Add an Authorized Party' link to the second bullet point in the list below the screenshot.

- Select Add an Authorized party
- Create Authorized party request

Add Authorized Party

Required fields are marked with a *

*First Name

Good Aunt

*Last Name

Name

Authorized Party Access

Authorized Parties will have access to your Shippensburg University account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.



Include the details that make up my balance

← Allow authorized user to view balance

Authorized Party Authentication

Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

*Authorized Party Authentication Question

Fave Color

← Create authentication question

*Authorized Party Authentication Answer

Purple

Web Access

Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account over the phone.

E-mail Address

studentaccts@ship.edu

← Send e-mail to authorized party to create an account

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 (e.g. 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 to 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, Aerielle Crowelle, agree to the terms and conditions.

[Cancel](#)

[Save and Send](#)

- Select Save and send (sends an e-mail to the Authorized party's email address provided with a direct link to Nelnet to create account)

Authorized user will follow Create Account link in email to confirm access to student's account.

Shippensburg University
Authorized Party Invite

Student & Id Number

Good Aunt Crowelle:

I have added you as an Authorized Party on my Shippensburg University account. In order to view my account balance and make payments, you will need to create an online account.

Create Account

Thank you
Student Name

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

Please do not reply to this automated message. The mailbox is not monitored.

- Authorized party will select create account in email

SHIPPENSBURG UNIVERSITY

nelnet CAMPUS COMMERCE

es Español ? Customer

Confirm Your Access For Student

You have been added as an Authorized Party by Student at Shippensburg University.
As an Authorized Party you can view information and make payments toward the balance owed to Shippensburg University.

To begin setting up your Authorized Party account, please answer the following question created by Student

Fave Color

If you do not know the answer to the above question, please contact Student

Next

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- Verify access to student account by answering student's security question
- Select next



Create Account

Welcome! Thank you for using Nelnet.

Please take a few moments to create a user account.

[Create a new Nelnet account](#)

[Already have an account with Nelnet?](#)

- Select Create a new Nelnet account
- Create username and password
- Enter Demographic information
- Select Create new Nelnet account

The screenshot shows the user interface for a student account. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. The user is signed in as 'Student'. The main content area is titled 'Hello Good Aunt' and features a 'Payment Activity' section. This section displays the current balance of \$4,321.60 and a 'Make a Payment' button. Below this, there is a table showing a payment plan for 'FALL 2019' with an amount due of \$4,321.60. To the right, the user's profile information is shown, including the name 'Good Aunt Crowelle', the email address 'TestAccount1@factsmgt.com', and a link to register for text services. Blue arrows point to the 'Make a Payment' button, the email address, and the 'Register to receive text services' link.

- Review Student Charges and balance
- Select Make a payment

---If you are not the plan owner you will not be able to see the plan, you will just be able to make a payment toward the overall balance on the account. This payment will then apply to the next scheduled payment.



Make A Payment

Student & Id Number

1 Select A Payment

2 Payment Method

3 Receipt

Select a Term to Pay

Fall 2019 - \$3,945.60

Payment

 Pay FULL scheduled balance of \$3,945.60 * Other Amount

\$ 400.00

*Balance may not include Nelnet fees that are owed by another party.

PAYMENT AMOUNT \$400.00

Cancel

Next - Payment Method

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- Select Payment option and amount
- Select Next-Payment Method



Make A Payment

Student & Id Number

1 Select A Payment

2 Payment Method

3 Receipt

Payment Method

 Bank Account Credit / Debit Card

Credit / Debit Card Details

Payment Method Disclosure


The following processing fees apply:

- Credit Card - up to 2.75%
- Debit Card - up to 2.75%
- Checking or Savings Account - no fee

Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

- Add payment Method and verify correct

Payment Method

 **VISA** ending in 0007
or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.75%
- Debit Card - up to 2.75%
- Checking or Savings Account - no fee

Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

[Nelnet Returned Payment Fee Policy](#)

Total Amount

Institution Amount	\$400.00
Service Fee	\$11.00

Total **\$411.00**

A transaction receipt will be sent to: Studentaccts@ship.edu. [Add](#)
A transaction receipt will also be sent to **Student**'s e-mail address.

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet on behalf of Shippensburg University to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#)

Pay \$411.00 Now

- Review payment amount and select Pay
- Review Receipt in email



Thank You

Your payment for \$411.00 has been authorized and submitted.

A transaction receipt was sent to Studentaccts@ship.edu

A transaction receipt has also been sent to **Student**'s e-mail address.

Proceed to Home