1. The student will click on the ‘Finances’ icon in their MyHarper Portal, and then click the ‘Online Payments’ icon.

2. Click the ‘Add an Authorized Party’ link.

3. The student will fill in the information requested for the Authorized Party.
4. The Authorized Payer will receive an email with a link that will direct them to the payment screen.

5. Upon logging in for the first time the Authorized Party will be prompted to confirm your access.

   **Confirm Your Access for**

   You have been added as an Authorized Party by **John Doe** at Harper College.
   As an Authorized Party you can view information and make payments toward the balance owed to Harper College.

   To begin setting up your Authorized Party account, please answer the following question created by **John Doe**.

   **Authorized Party Authentication Question**

   If you do not know the answer to the above question, please contact **John Doe**.

   ![Next button]

6. Next, the authorized party will either need to create a new account or if you have previously created your account you will need to sign in.

   **Sign In**

   Welcome! Thank you for using Nelnet.
   Your e-mail address is already in use by another account in the system. Please sign into your account.

   ![Sign into your Nelnet account or Need to create a new Nelnet account?]

7. If the authorized party is creating a new account you will have to set up a username and password.
8. Next the Authorized Party will be able to ‘Make a Payment’ or ‘Set up a Payment Plan’.

Beginning with the Summer 2018 semester, students will need to add an authorized party if they want to have someone else paying for their tuition and fees. It is recommended that this is completed prior to a student registering for courses.

Those students that had an authorized payer in the previous payment system will need to re-add their previous authorized payers as desired. The former authorized parties will not be migrated to the new system.

Authorized parties now have the ability to create their own payment plan on behalf of a student.