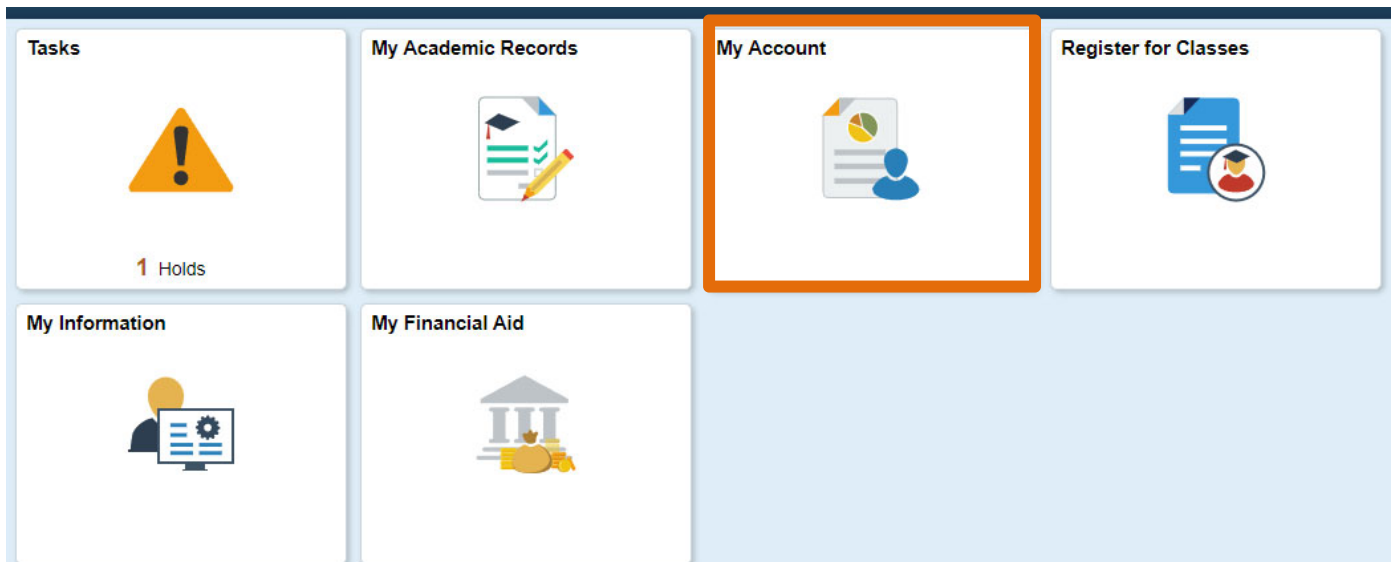


## Setting Up Authorized Party to Pay My Account

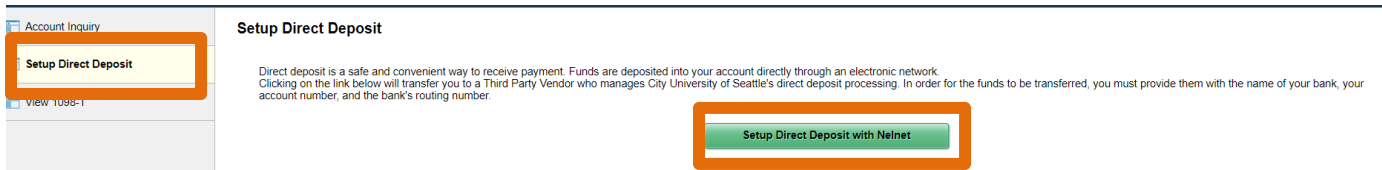
Go to My.CityU.Edu portal and log into the **Student Center**.



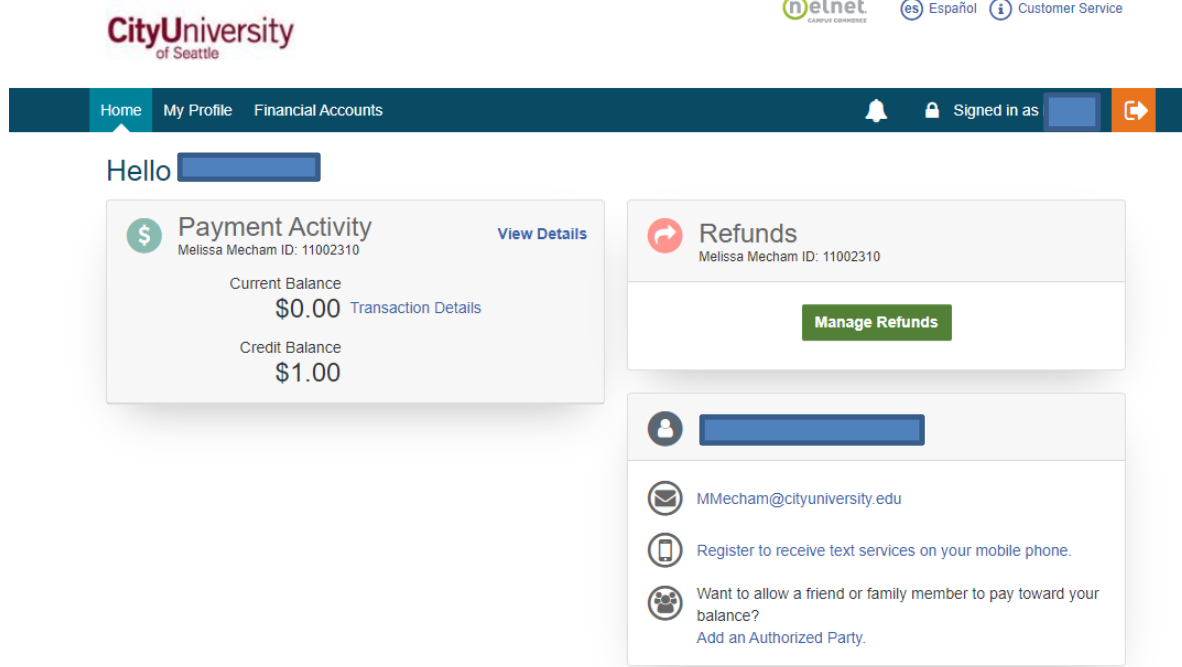
If you are not logged into a CityU system you will be asked to login (username/password). Once in the Student Center, click on the “My Account” Tile.



Click on the **Setup Direct Deposit** link on the left. Then click the “Setup Direct Deposit with Nelnet.”

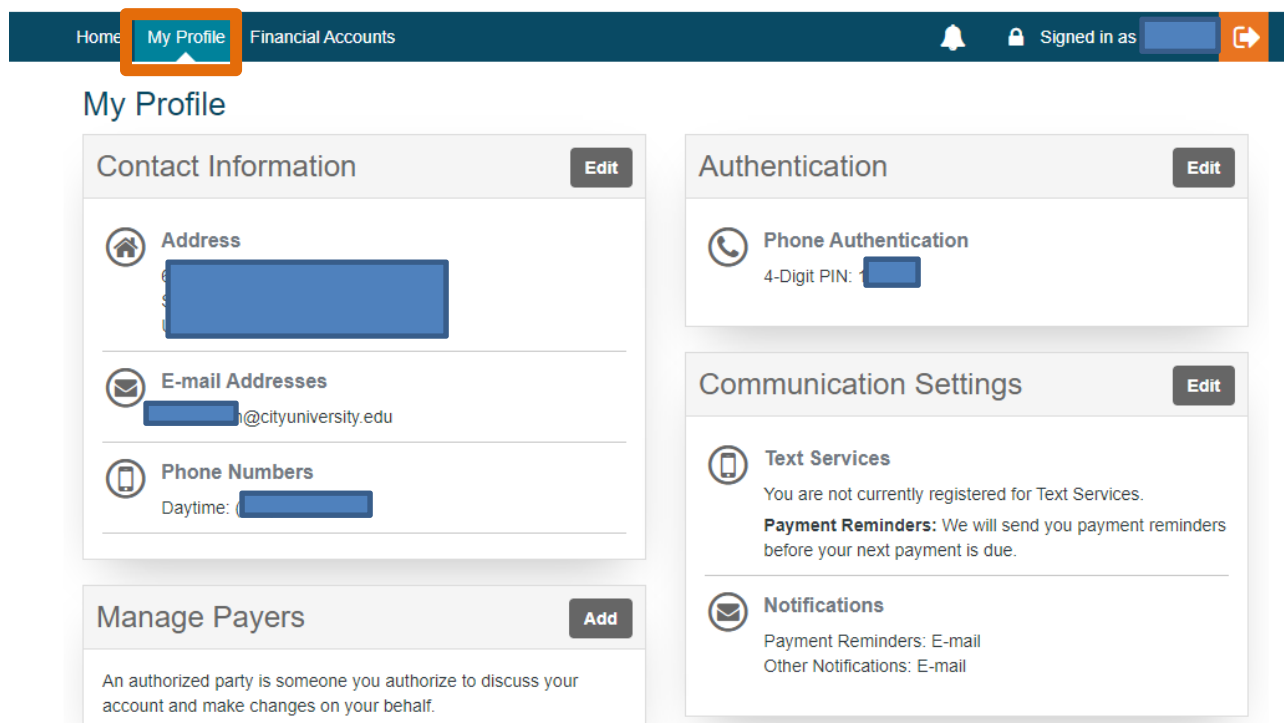


You will be taken to your dashboard. All students have the option for setting up refunds as well as authorizing a 3<sup>rd</sup> party (friend, family) to pay their student account.



If you have not used the system before, you will want to verify your profile paying particular attention to your contact information and communication.

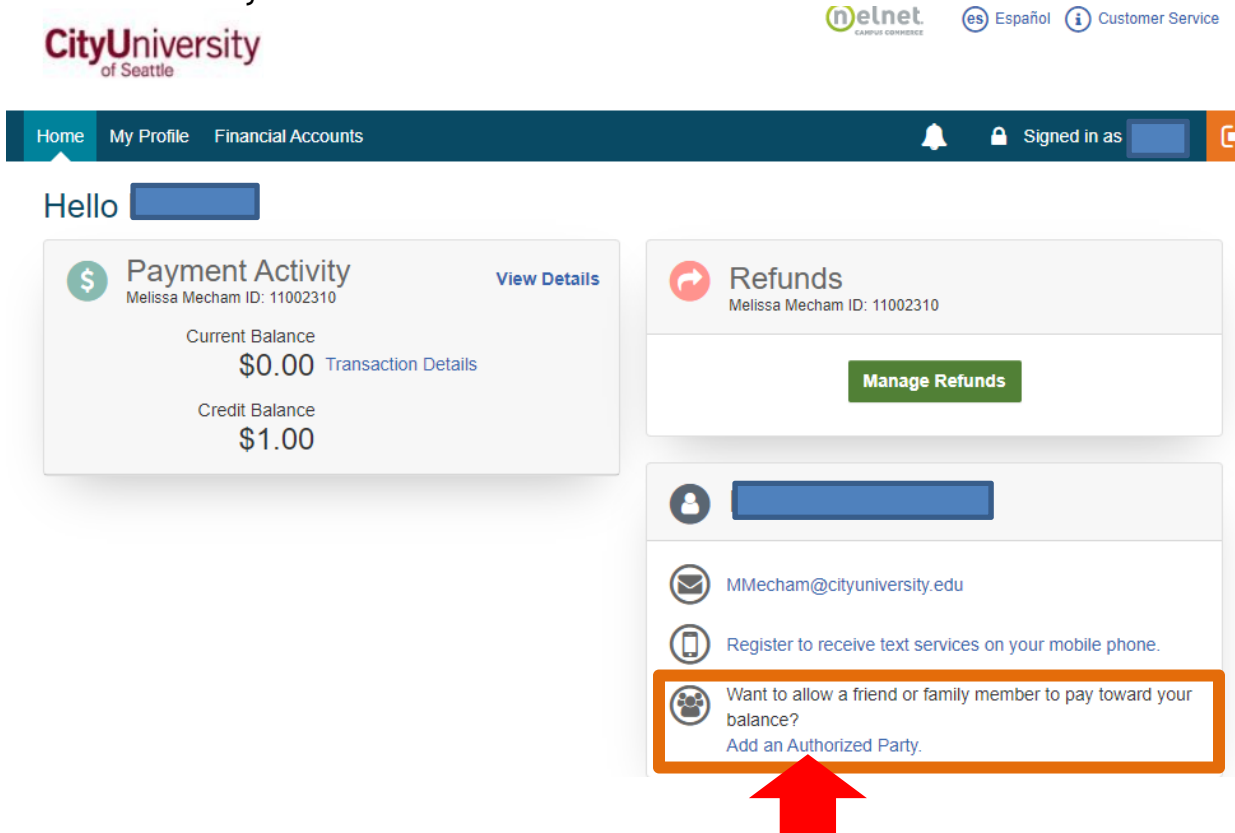
Use the Edit buttons to open the Tile to make add/edit the information.



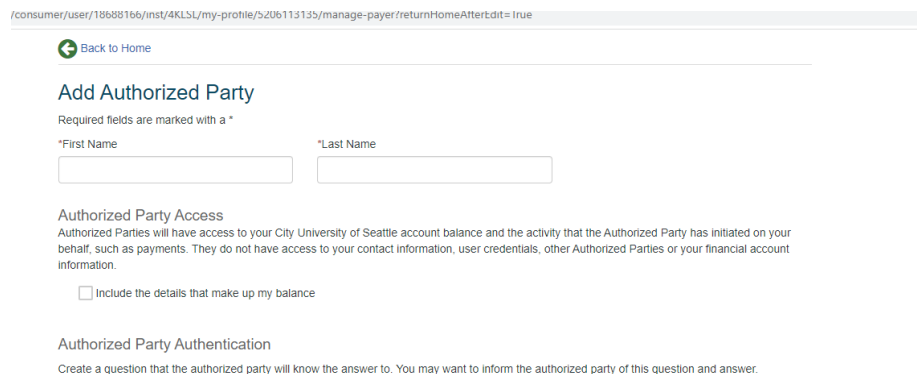
When you are done, Click the HOME link in the menu bar.



Now you are ready to set up your Add Authorized Party. Click “Add an Authorized Party” link on the Tile with your name on it.



You will be directed to a screen and provided the opportunity to add an authorized party to pay your account on your behalf. If you are authorizing more than one person you will need to submit a separate request for each person/s. The system will provide them a login in account once registered.



Once you complete the required fields, you will need to **agree to the terms and conditions** and select the save button.

I, [redacted], agree to the terms and conditions.

Cancel

Save

You can also add through the **Manage Payers** area on the My Profile Tab from the main dashboard

The screenshot shows the City University of Seattle My Profile dashboard. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. The 'My Profile' tab is highlighted with an orange box. To the right of the navigation bar, there are links for 'n elnet CAMPUS COMMERCE', 'es Español', and 'i Customer Service'. Below the navigation bar, the 'My Profile' section is displayed. It contains several panels: 'Contact Information' (with 'Address', 'E-mail Addresses', and 'Phone Numbers' sections), 'Authentication' (with 'Phone Authentication' section), 'Communication Settings' (with 'Text Services' and 'Notifications' sections), and 'Manage Payers' (with an 'Add' button and a description: 'An authorized party is someone you authorize to discuss your account and make changes on your behalf.'). The 'Manage Payers' section is highlighted with an orange box. In the far-right corner of the navigation bar, there is an orange arrow button.

Once you are done with adding payers and are finished you will logout by click the orange arrow button in the far-right corner of the menu bar.

