

To Add or Edit Authorized Parties

1. On the blue navigation bar at the top of the screen, the student clicks **My Profile**.
2. Click **Add** or **Edit** in the Manage Payers section, depending on the action you want to take.

Adding an Authorized Party

1. Complete the First and Last name fields.
2. Elect to include the details that make up my balance if you want to allow the authorized party to see full account details.
3. Authorized Party Authentication: The authorized party will receive an email invitation to create an online. For security purposes, they will have to know the correct answer to this security question to gain access to create an online user account.

Sample Authorized Party Invitation

Sample invitation for online access

Nelnet Community College Authorized Party Invite

Customer #:

For your convenience, _____, has added you as an Authorized Party at Nelnet Community College. As an Authorized Party you can view information and make payments toward the balance owed to Nelnet Community College.

To accept this invitation, go to Nelnet Campus Commerce to set up your Authorized Party account.

[Go to Nelnet](#)

Thank you,
Nelnet Campus Commerce

To Resend an Invitation:

Resending an invitation

1. On the blue navigation bar at the top of the screen, the student clicks **My Profile**.
2. Click **Edit** for the appropriate Authorized Party.

Manage Payers

[Add](#)

Test AP	Limited Access	Edit
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This authorized party has not signed up online yet.

To Deactivate or Change Access

Select the Authorized Party from My Profile or Manage Payers and select deactivate to remove or select limited to change access level to limited or full.

[Back to My Profile](#)

Edit Authorized Party

Required fields are marked with a *

*First Name *Last Name

Authorized Party Access

Limited - The authorized party can view your balances only.

Deactivate - By deactivating this authorized party you are removing their right to access your account balance.

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, Test Student, agree to the terms and conditions.

[Cancel](#) [Save](#)