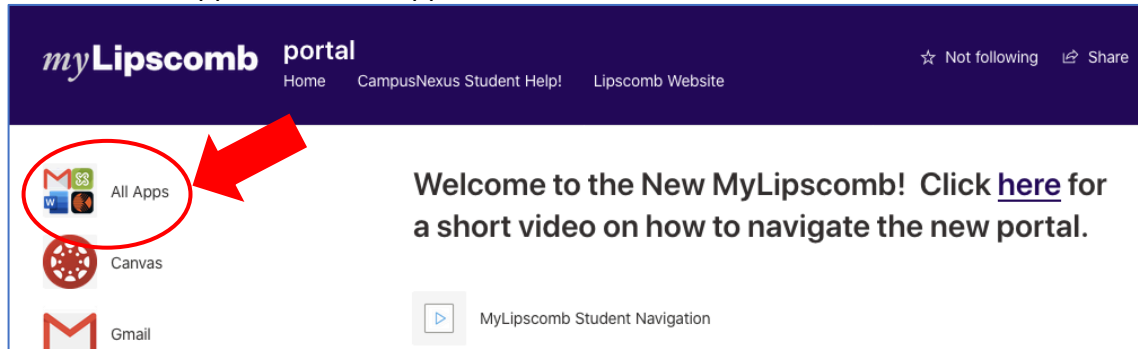


## Adding an Authorized Party in Nelnet

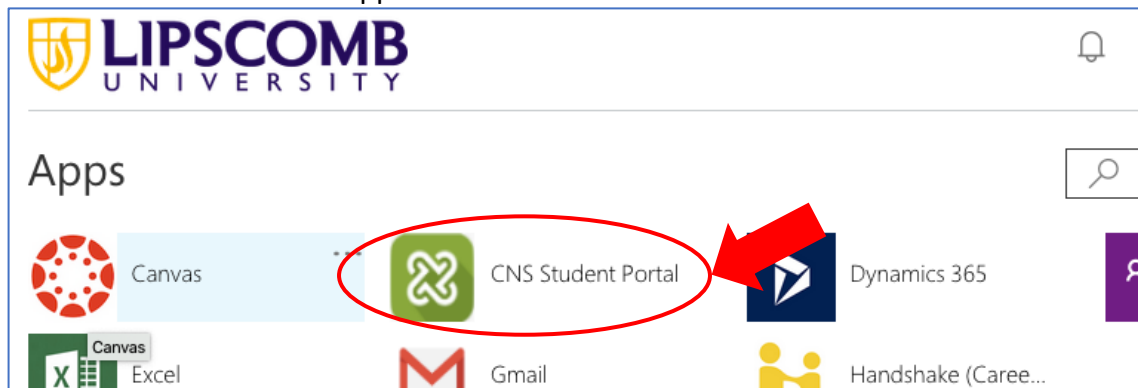
In a web browser, go to [my.lipscomb.edu](http://my.lipscomb.edu). Login using your full Lipscomb email address ([username@mail.lipscomb.edu](mailto:username@mail.lipscomb.edu)).

**NOTE: In order to continue, make sure your pop-up blocker is disabled.**

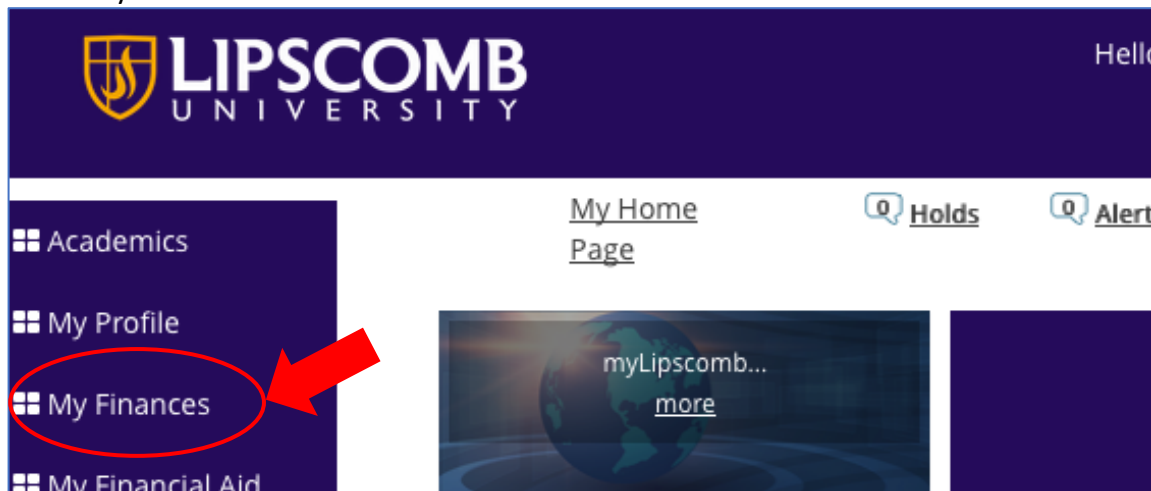
Click the “All Apps” tile in the upper-left corner.



A new tab or window will appear. Click the CNS Student Portal tile.

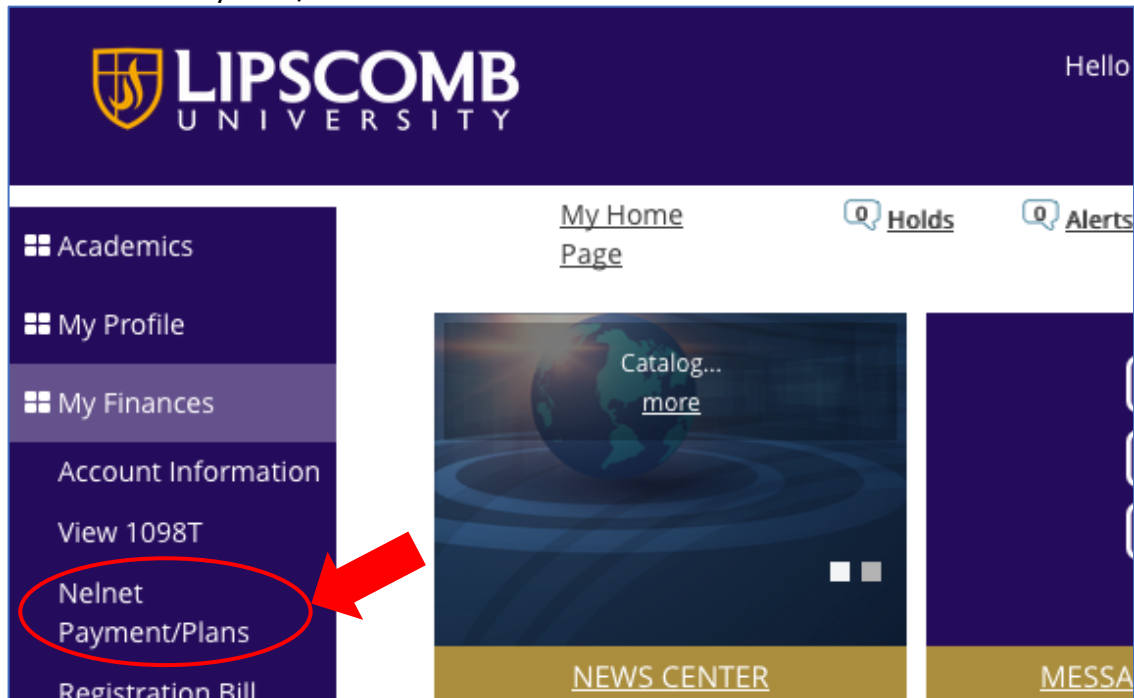


Click “My Finances” on the left.

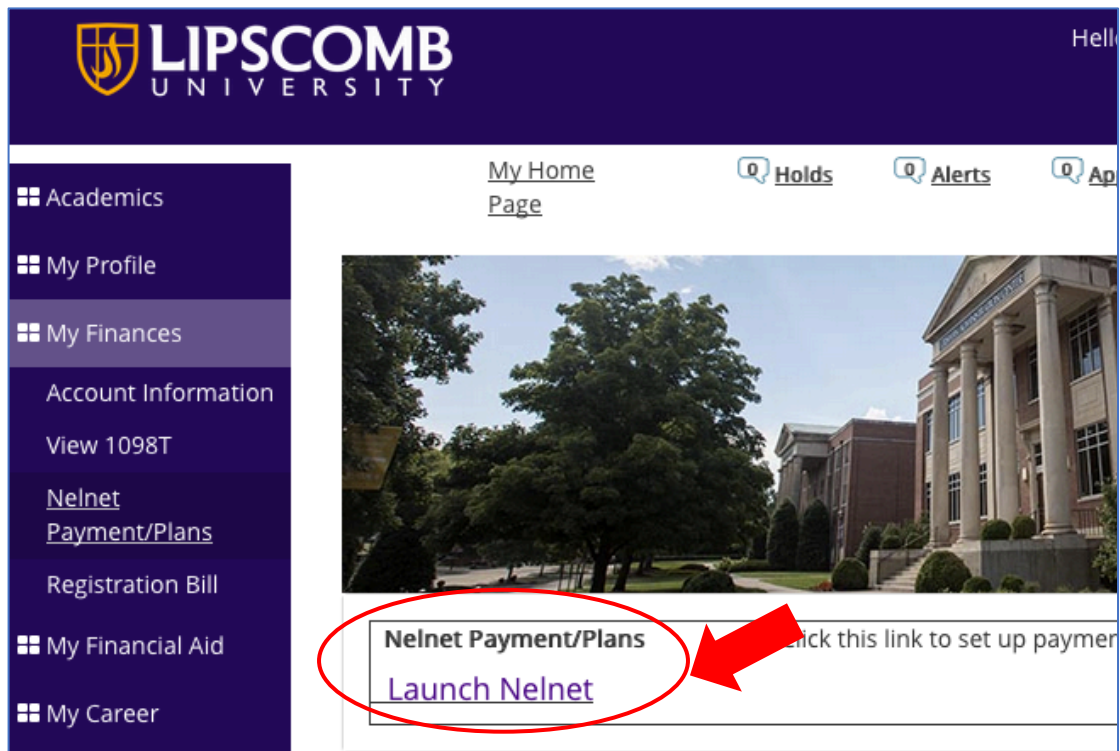


## Adding an Authorized Party in Nelnet

Click “Nelnet Payment/Plans” on the left.



Click “Launch Nelnet”.



## Adding an Authorized Party in Nelnet

Click “Add an Authorized Party” in the lower-right corner.

The screenshot shows the Nelnet account dashboard. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. Below this, the user is greeted with 'Hello [Name]'. The main content area is divided into two columns. The left column displays 'Payment Activity' with a current balance of \$3,000.00 and a 'Make a Payment' button. Below this, there is a 'View Current Bill' section showing a current bill due on 01 Aug 2020. The right column shows account settings, including 'Two e-mail addresses on file', 'Register to receive text services on your mobile phone.', and 'Regions - 1901'. At the bottom of the right column, there is a section titled 'Authorized Parties' with a red circle around the text 'Add an Authorized Party' and a red arrow pointing to it.

Complete the form, review the Terms and Conditions, and click Save.

The screenshot shows the 'Add Authorized Party' form. At the top, it says 'Add Authorized Party' and 'Required fields are marked with a \*'. There are two input fields: '\*First Name' and '\*Last Name', both with red arrows pointing to them. Below this is the 'Authorized Party Access' section, which includes a checkbox for 'Include the details that make up my balance' with a red arrow pointing to it. The 'Authorized Party Authentication' section asks for a question and answer, with red arrows pointing to the input fields. The 'Web Access' section has an 'E-mail Address' input field with a red arrow pointing to it. At the bottom, there is a 'Terms and Conditions' section with a paragraph of text and a red arrow pointing to the 'Save' button, which is circled in red.

The authorized party will receive an email with a link to create a Nelnet account.