Adding an Authorized Party in Nelnet
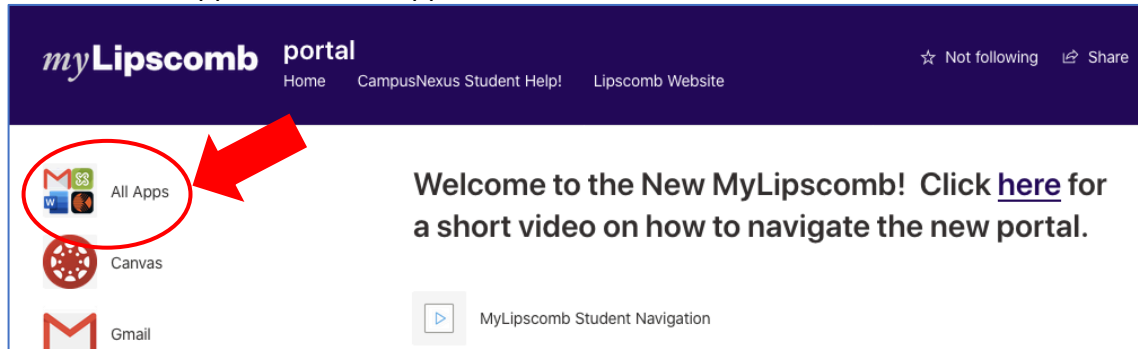
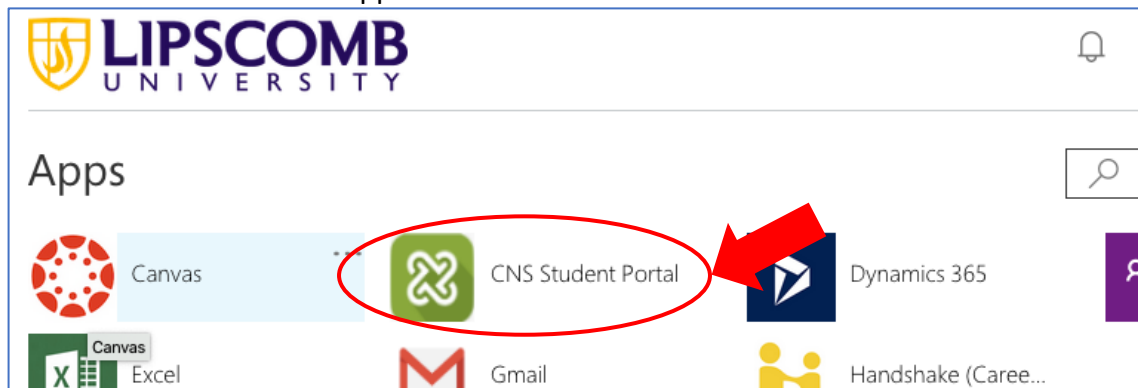In a web browser, go to my.lipscomb.edu. Login using your full Lipscomb email address (username@mail.lipscomb.edu).

<mark>NOTE: In order to continue, make sure your pop-up blocker is disabled.</mark>
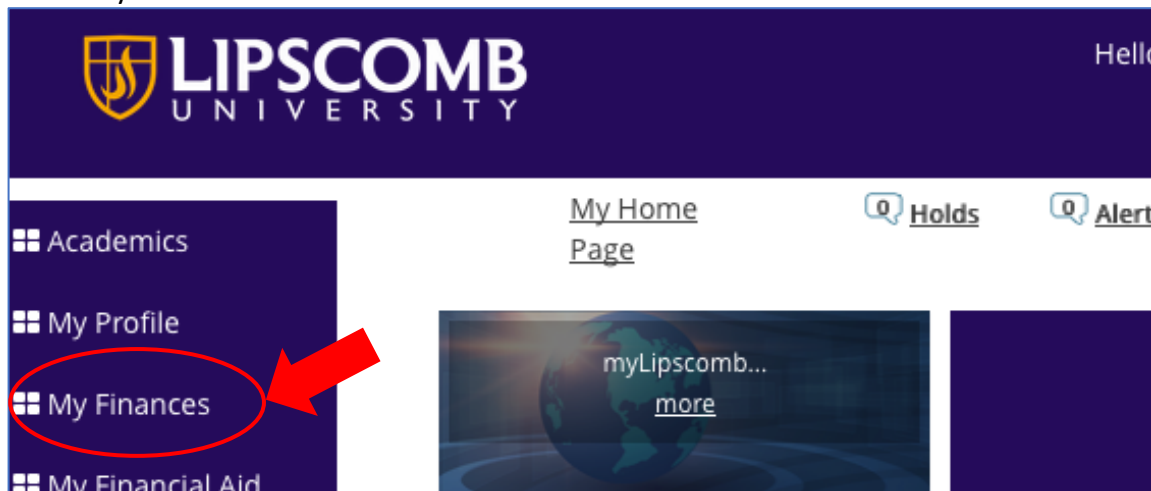
Click the "All Apps" tile in the upper-left corner.

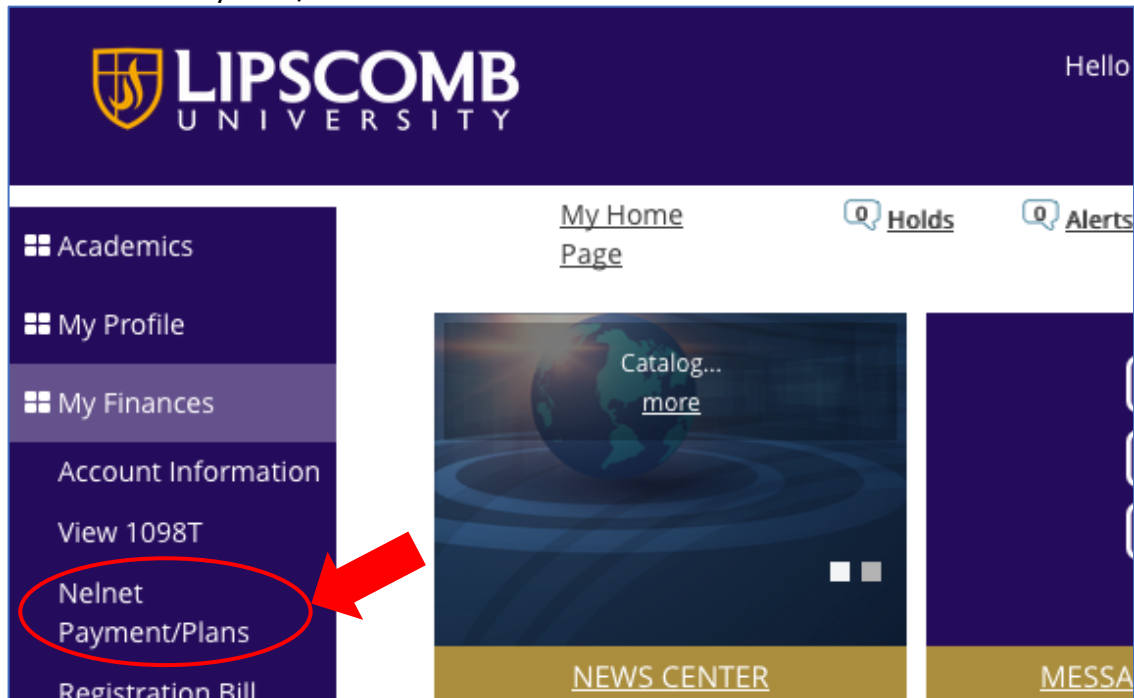A new tab or window will appear. Click the CNS Student Portal tile.
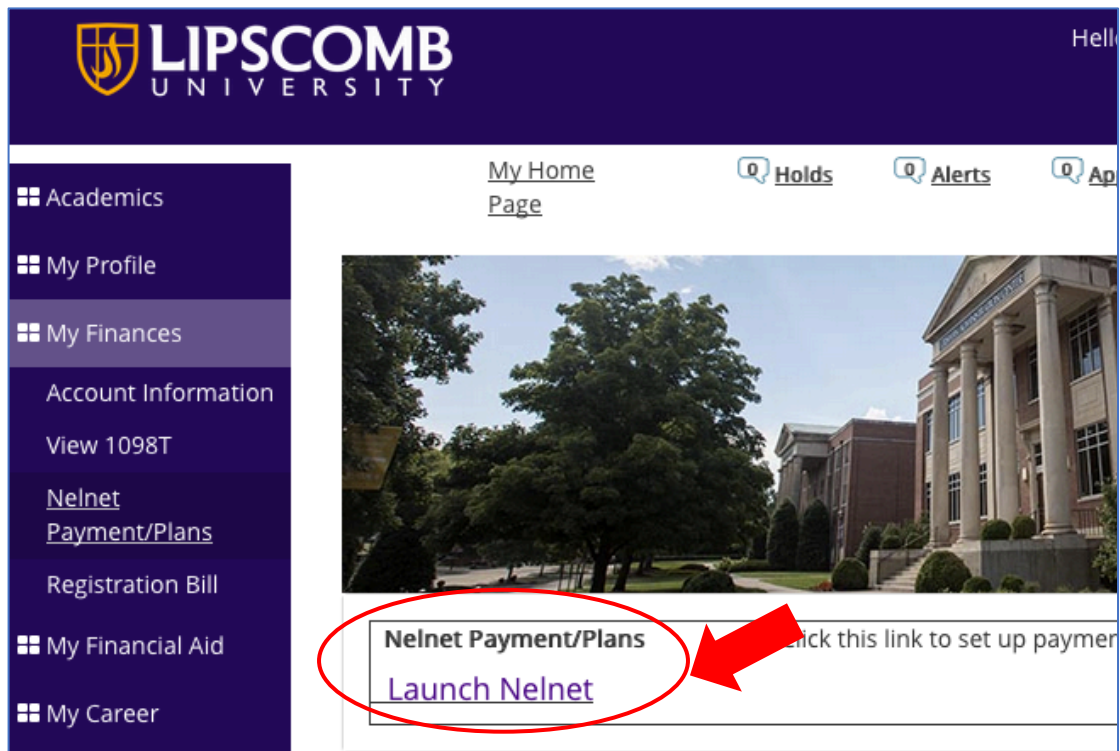

Click "My Finances" on the left.

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.

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

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