HOW TO ADD AN AUTHORIZED PARTY

STEP 1: Click on Financial Account

STEP 2: Click on “Make a Payment”
Step 3: Click on the red “jUSTPay” button:

Step 4: Click on the **Add an Authorized Party** link in the lower right:
The following screen then appears:

Add Authorized Party

First Name

Last Name

Authorized Party Access

Authorized Parties will have access to your University of St. Thomas account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

☐ Include the details that make up my balance

Authorized Party Authentication

Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

Authorized Party Authentication Question

e.g. What year did we go to Florida?

Authorized Party Authentication Answer

e.g. 2010

Web Access

Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account with Nelnet over the phone.

E-mail Address

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, Kimberly Rosen, agree to the terms and conditions.

Cancel Save