How to Set Up an Authorized User

NOTE: Setting up an Authorized User allows that user to receive online billing notices, view online account statements and make online payments. It does not authorize University Accounts Receivable to speak to the user about the account.

Student will log into MyNMSU at my.nmsu.edu and follow the steps below:

Select E-Bill/Make a Payment

You will then be directed into the E-Bill/Make a Payment System for the following steps.
University Accounts Receivable

E-Bill / Make a Payment System

Your Account
- Current Balance: $0.00
- The last payment received was for ($0.01) on 2/7/2011.

Your Recent Payments
- 02/07/2011: -$0.01
- 02/07/2011: $0.01
- 01/24/2011: $108.30

Your Bills
- No recent bills for your account.

Auto Payments
- Add NMSU Student Acct Pmt
- Add Monthly Family Housing

Authorized Users
- You currently have no Authorized Users set up.

Select Add New

Saved Accounts
- Add New
- Edit Delete

Account Details
- SMS Alert Setup
Create and enter a User ID

Enter and confirm Authorized User’s e-mail address.
- Where Welcome E-Mail will be sent to allow Authorized User to establish a Password.
- Where e-Bill notifications will be sent based on permissions.

Establish permissions for your Authorized User

Select OK to complete set up.

Authorized User Information
Authorized User
Email Address
Confirm Email Address
Add a note to the welcome email (optional)

Should this person...
be allowed to log in?
Yes ☐ No ☐
have permission to access electronic bills and if so, also receive electronic bill email notifications?
Access & Receive Emails ☐
be allowed to receive SMS (text message) notifications?
Yes ☐ No ☐

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

Authorized Users Sign-On using the following URL: https://commerce.cashnet.com/nmsupay
The Authorized Users Sign-On passwords must be a minimum length of 7 characters and contain a minimum of 4 alpha characters and 2 numeric characters.
**E-Bill / Make a Payment System**

**Your Account**
- Current Balance: $0.00
- The last payment received was for ($0.01) on 2/7/2011.

**Your Recent Payments**
- 02/07/2011: -$0.01
- 02/07/2011: $0.01
- 01/24/2011: $168.50

**Your Bills**
- No recent bills for your account.

**Auto Payments**
- Add NMSU Student Acct Pmt
- Add Monthly Family Housing

**Authorized Users**
- You currently have the following Authorized Users set up:
  - NMSU_MOM

*Authorized User ID now appears among list of Authorized Users*