Proxy User: How to Make an Online Payment

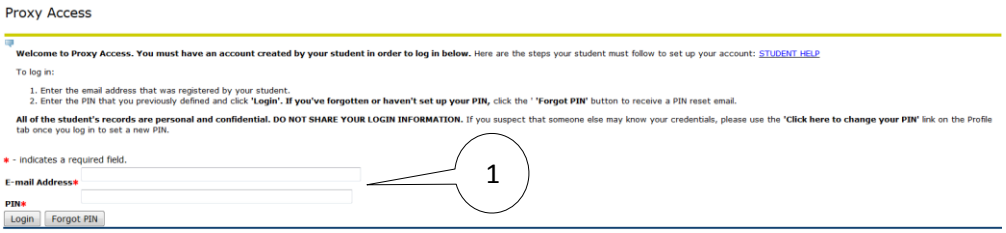
Proxy Users can follow these steps to make an online payment:

Student User Prerequisite Steps:

1. Ensure that Proxy Access has been completed by the student.
2. Access to **Pay NMSU** must be granted in order to make an online payment.

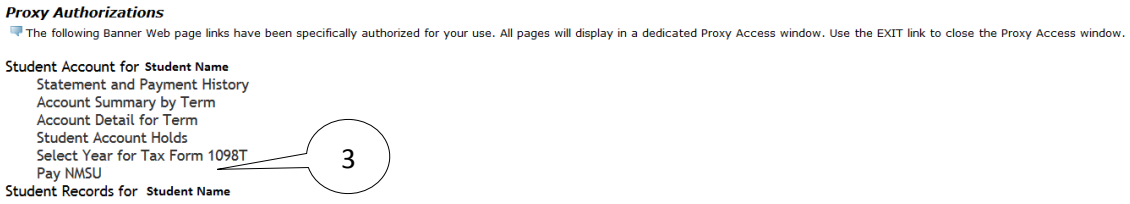
Proxy User Instructions:

1. Log into my.proxy.nmsu.edu with E-mail Address and PIN.

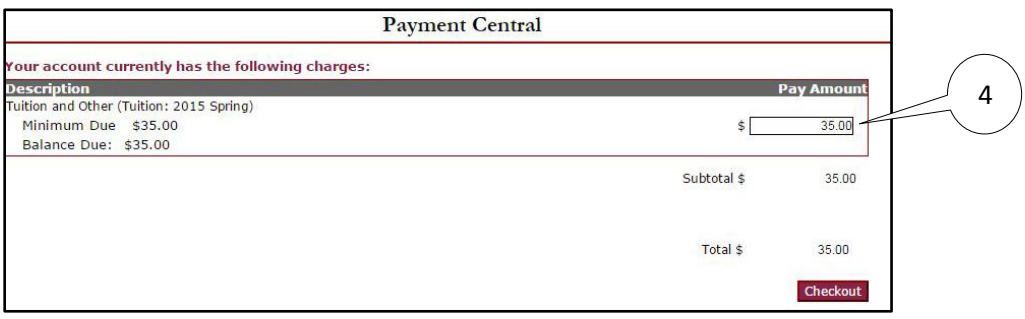


2. Select the tab for the student.

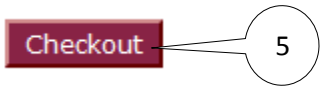
3. Select **Pay NMSU**.



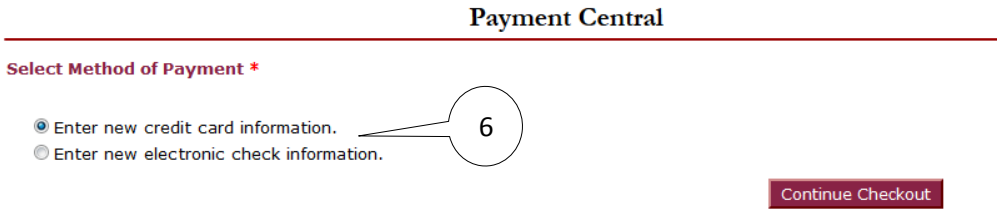
4. Enter payment amount.



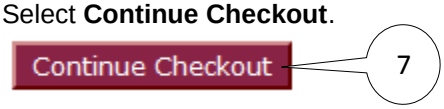
5. Select **Checkout.**



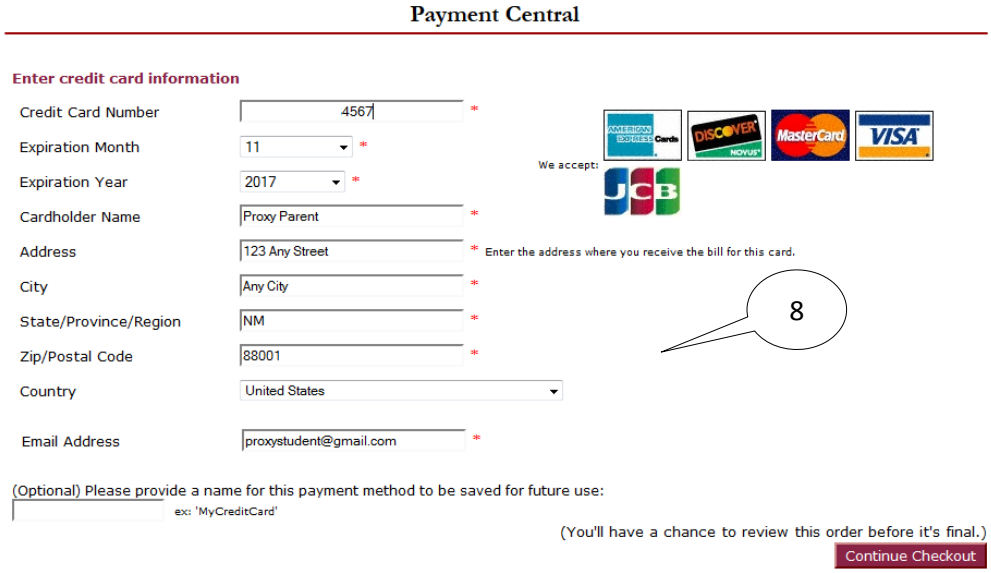
6. Select either credit card or electronic check information.



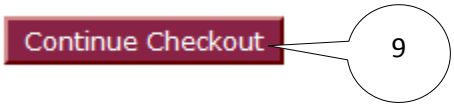
7. Select **Continue Checkout**.



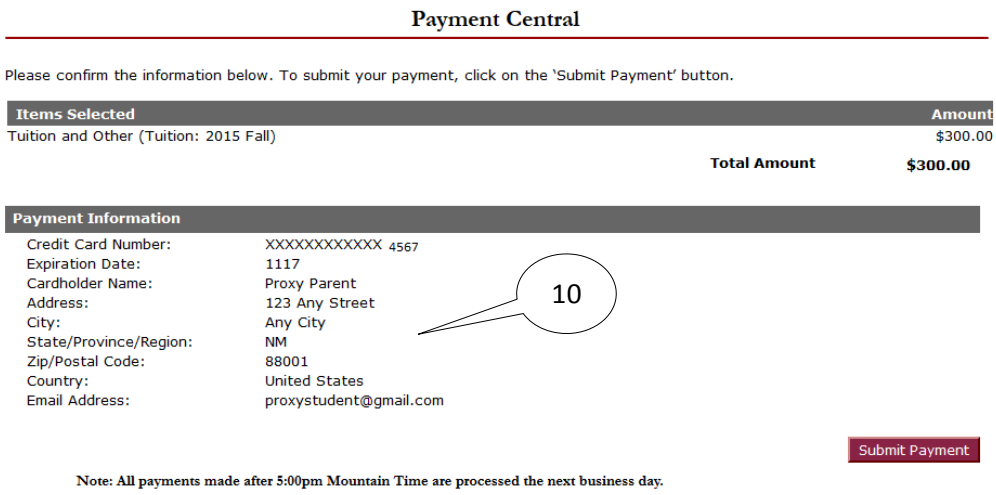
8. Enter credit card or electronic check information.



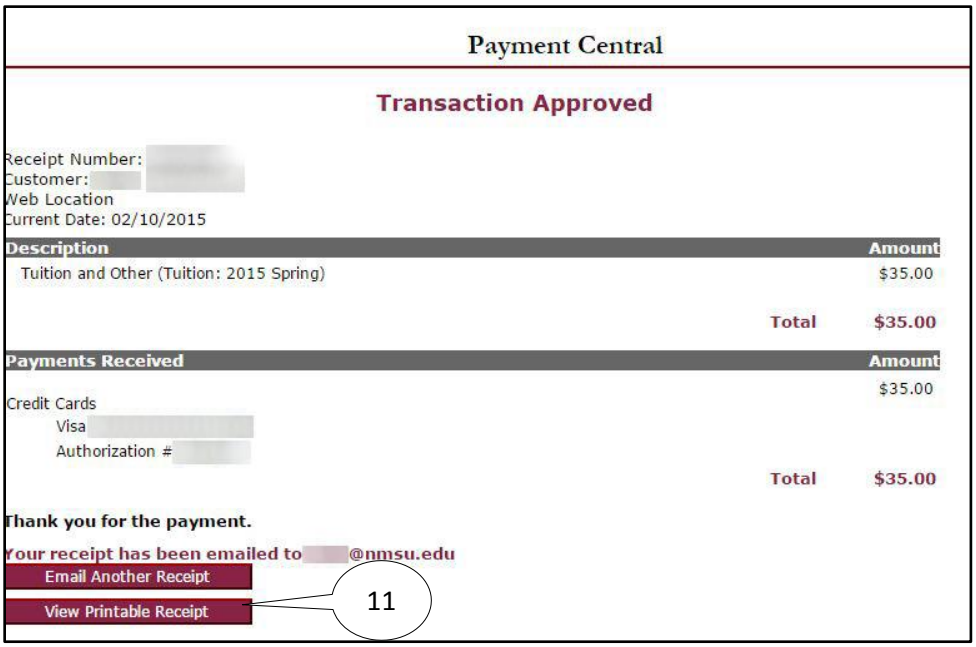
9. Select **Continue Checkout**.



10. Confirm that the information is correct and select **Submit Payment**.



11. View and print your payment confirmation (optional).



You will receive an email confirming your payment.