

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.

Proxy Access

Welcome to Proxy Access. You must have an account created by your student in order to log in below. Here are the steps your student must follow to set up your account: [STUDENT HELP](#)

To log in:

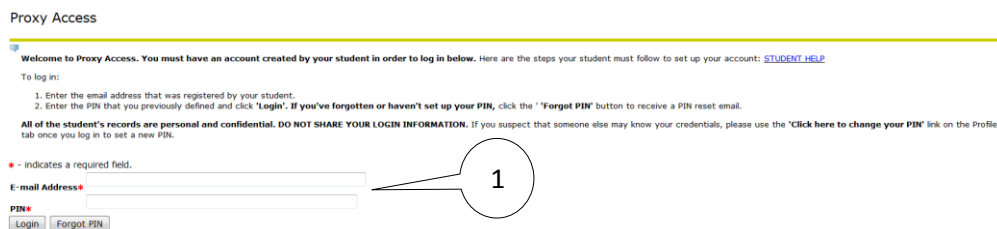
1. Enter the email address that was registered by your student.
2. Enter the PIN that you previously defined and click 'Login'. If you've forgotten or haven't set up your PIN, click the 'Forgot PIN' button to receive a PIN reset email.

All of the student's records are personal and confidential. DO NOT SHARE YOUR LOGIN INFORMATION. If you suspect that someone else may know your credentials, please use the 'Click here to change your PIN' link on the Profile tab once you log in to set a new PIN.

* - indicates a required field.

E-mail Address

PIN



2. Select the tab for the student.

[Profile](#) [Student Name](#)



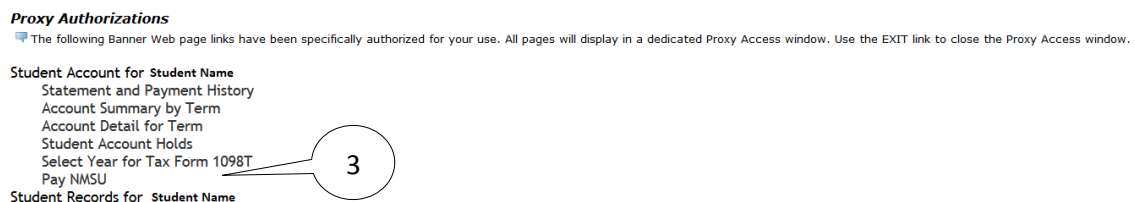
3. Select **Pay NMSU**.

Proxy Authorizations

The following Banner Web page links have been specifically authorized for your use. All pages will display in a dedicated Proxy Access window. Use the EXIT link to close the Proxy Access window.

Student Account for Student Name

- Statement and Payment History
- Account Summary by Term
- Account Detail for Term
- Student Account Holds
- Select Year for Tax Form 1098T
- Pay NMSU
- Student Records for Student Name

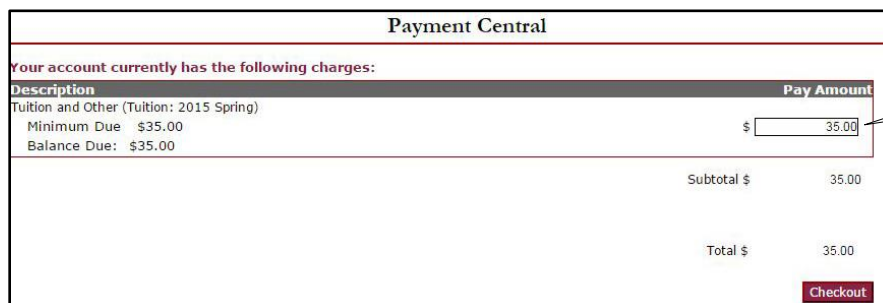


4. Enter payment amount.

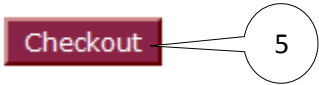
Payment Central

Your account currently has the following charges:

Description	Pay Amount
Tuition and Other (Tuition: 2015 Spring)	
Minimum Due \$35.00	\$ <input type="text" value="35.00"/>
Balance Due: \$35.00	
Subtotal \$	35.00
Total \$	35.00



5. Select **Checkout**.

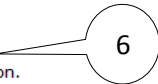


6. Select either credit card or electronic check information.

Payment Central

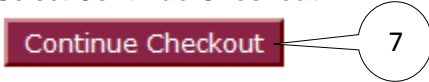
Select Method of Payment *

- Enter new credit card information.
 Enter new electronic check information.



Continue Checkout

7. Select **Continue Checkout**.



8. Enter credit card or electronic check information.

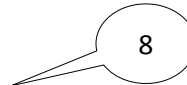
Payment Central

Enter credit card information

Credit Card Number	<input type="text" value="4567"/>	*
Expiration Month	<input type="text" value="11"/>	*
Expiration Year	<input type="text" value="2017"/>	*
Cardholder Name	<input type="text" value="Proxy Parent"/>	*
Address	<input type="text" value="123 Any Street"/>	*
City	<input type="text" value="Any City"/>	*
State/Province/Region	<input type="text" value="NM"/>	*
Zip/Postal Code	<input type="text" value="88001"/>	*
Country	<input type="text" value="United States"/>	
Email Address	<input type="text" value="proxystudent@gmail.com"/>	*



* Enter the address where you receive the bill for this card.



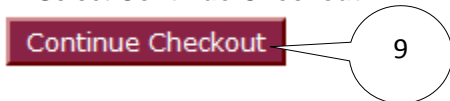
(Optional) Please provide a name for this payment method to be saved for future use:

ex: 'MyCreditCard'

(You'll have a chance to review this order before it's final.)

Continue Checkout

9. Select **Continue Checkout**.



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

Payment Central

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

Items Selected	Amount
Tuition and Other (Tuition: 2015 Fall)	\$300.00
Total Amount	\$300.00

Payment Information

Credit Card Number: XXXXXXXXXXXX 4567
Expiration Date: 1117
Cardholder Name: Proxy Parent
Address: 123 Any Street
City: Any City
State/Province/Region: NM
Zip/Postal Code: 88001
Country: United States
Email Address: proxystudent@gmail.com

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Submit Payment

Note: All payments made after 5:00pm Mountain Time are processed the next business day.

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

Payment Central

Transaction Approved

Receipt Number: [REDACTED]
Customer: [REDACTED]
Web Location
Current Date: 02/10/2015

Description	Amount
Tuition and Other (Tuition: 2015 Spring)	\$35.00
Total	\$35.00

Payments Received	Amount
Credit Cards	\$35.00
Visa [REDACTED]	
Authorization # [REDACTED]	
Total	\$35.00

Thank you for the payment.
Your receipt has been emailed to [REDACTED]@nmsu.edu

Email Another Receipt
View Printable Receipt

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You will receive an email confirming your payment.