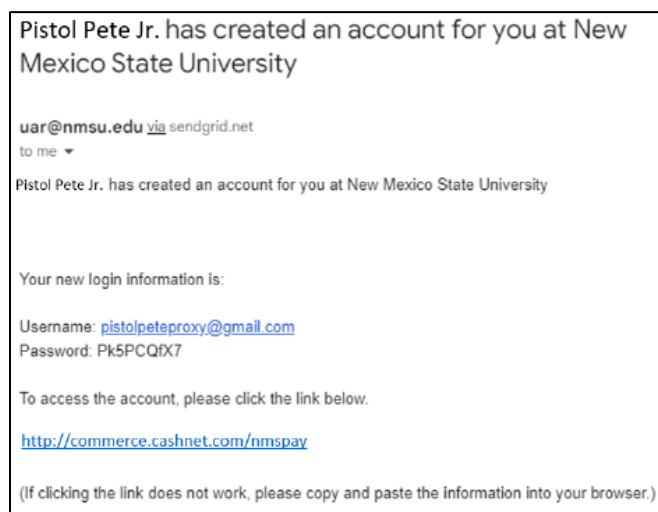# Proxy Users: Instructions to set up as a Payer in Payment Portal

NMSU Students may provide Proxy Financial Management Access to parents/guardians/spouses as desired by going online at my.nmsu.edu and using the Student Proxy Financial Management link on the myNMSU dashboard. By setting up Proxy Financial Management Access, the student permits their proxy to pay online and allows their proxy to have discussions with NMSU Accounts Receivable about the student account.

1) After the student has initiated this process, the proxy should receive the following email.
   a. This email provides the proxy with their username (their full email address) & temporary password. The proxy will use this username and password to access the Payment Portal to establish login credentials.
   b. Click on the link at the bottom of the email.
   c. Please save this email or bookmark the website for future reference.

Pistol Pete Jr. has created an account for you at New Mexico State University

uar@nmsu.edu via sendgrid.net
to me ▾

Pistol Pete Jr. has created an account for you at New Mexico State University

Your new login information is:

Username: pistolpeteproxy@gmail.com
Password: Pk5PCQfX7

To access the account, please click the link below.

http://commerce.cashnet.com/nmspay

(If clicking the link does not work, please copy and paste the information into your browser.)

2) You will be redirected to a new window.
   a. Sign in using the username and password provided in the email. Please note, your username is your full email address.

3) You will be redirected to another screen, where you will be required to create a unique password. Click **continue**.

Create a new password

* **Password**

At least 8 characters, with 3 letters, and 2 non-letters

* **Confirm password**

Email me about this student's...

☑ Payment plans

4) Once you have successfully created your new, unique password, you should see the following screen where you can view the students' balance, enroll in the payment plan, set up auto pay, make payments, and view previous transactions.

a. To make a payment, click on **Make A Payment**.

Overview

MS

New Mexico State University ▮

Student:

Summary

Tuition and Other	$3,785.00
Minimum due	_$3,750.00_

Payment plans   View

Make a payment

- My Account
- Overview
- Auto Pay
- Payment Plans
- Make a Payment
- Transactions
- Help
- Sign Out

b. Enter the amount that you would like to pay and click **Checkout**.

5) Once the payment is complete, you should be redirected to the screen below.
   a. Check your proxy email to confirm that you received a receipt.