

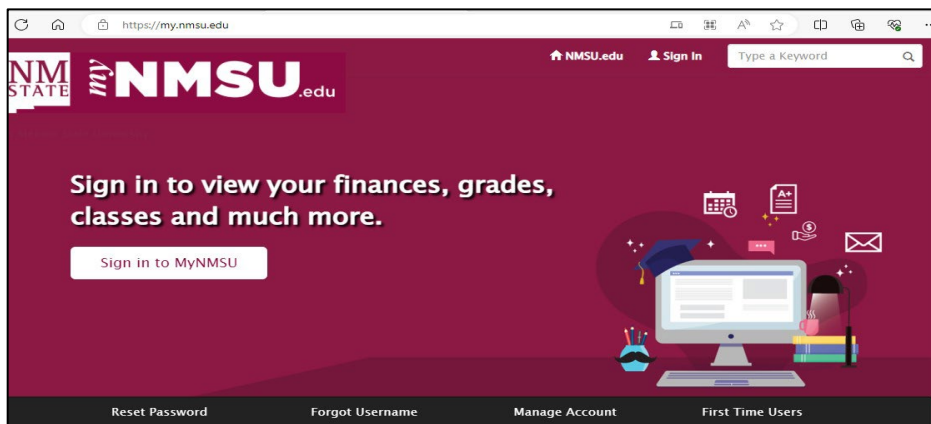
Student Users: Instructions for Setting up a Proxy User in Payment Portal

NMSU Students may provide Proxy Financial Management Access to parents/guardians/spouses as desired by going online at my.nmsu.edu. By setting up Proxy Financial Management Access, the student permits their proxy to view the students' balance, enroll in the payment plan, set up auto pay, make payments, view previous transactions, and allows their proxy to have discussions with NMSU Accounts Receivable about the student account.

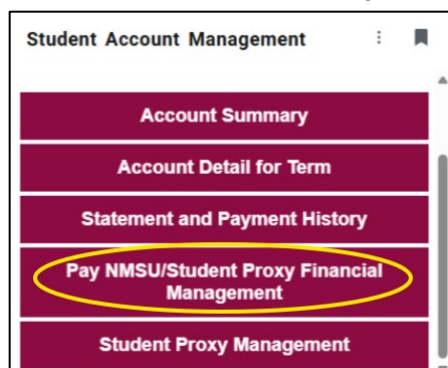
Please note: The instructions in this PDF are only for setting up a proxy to make payments on a student account. For a proxy to also have access to additional student records, the student will first need to grant them proxy access. Those instructions can be found on our website, uar.nmsu.edu under Proxy Access; instructions are called "Student User – Setting up proxy for student records information."

Student Instructions for Adding a Proxy User:

- 1) Sign into [myNMSU](https://my.nmsu.edu) with your NMSU username and password.



- 2) Click or search for the card called **Student Account Management** located on your dashboard and click on **Pay NMSU/Student Proxy Financial Management**.



- 3) Once you are redirected to the Payment Portal, click on **My Account** from the left side of the screen.

NM STATE Overview 1

My Account

Overview **NM** New Mexico State University

Summary

2025 FALL (2025 Fall)	\$1,010.00
Minimum due	\$1,010.00
2025 SUMMER (2025 Summer)	\$27.43
Minimum due	\$27.43

Auto Pay
Payment Plans
Make a Payment
Transactions
Help
Sign Out

- 4) Scroll down until you see the **Payer** section. Click on **Send a Payer invitation** link.

Basic information

Name

Payment methods

[+ Add payment method](#)

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[+ Send a payer invitation](#)

- 5) A new window will pop up. Enter your payer (proxy) contact information. You can send an optional message to the payer if you scroll to the bottom of the screen. Confirm that the information is correct, then click on **Send Invitation**.

My Account

Payer Invitation

Payer information

* First name

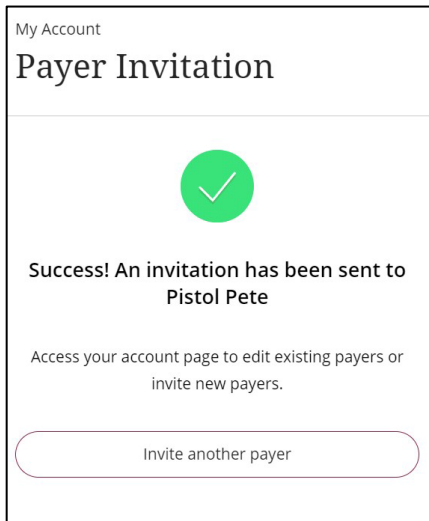
* Last name

* Email address

* Confirm email address

Cancel Send invitation

- 6) You should see the following screen once the invitation has been sent.



- 7) The screen shot below is an example of the email that your payer (proxy) will receive. The username and password will be unique. Your payer/proxy will now have to follow the prompts in the email to finalize the process.

