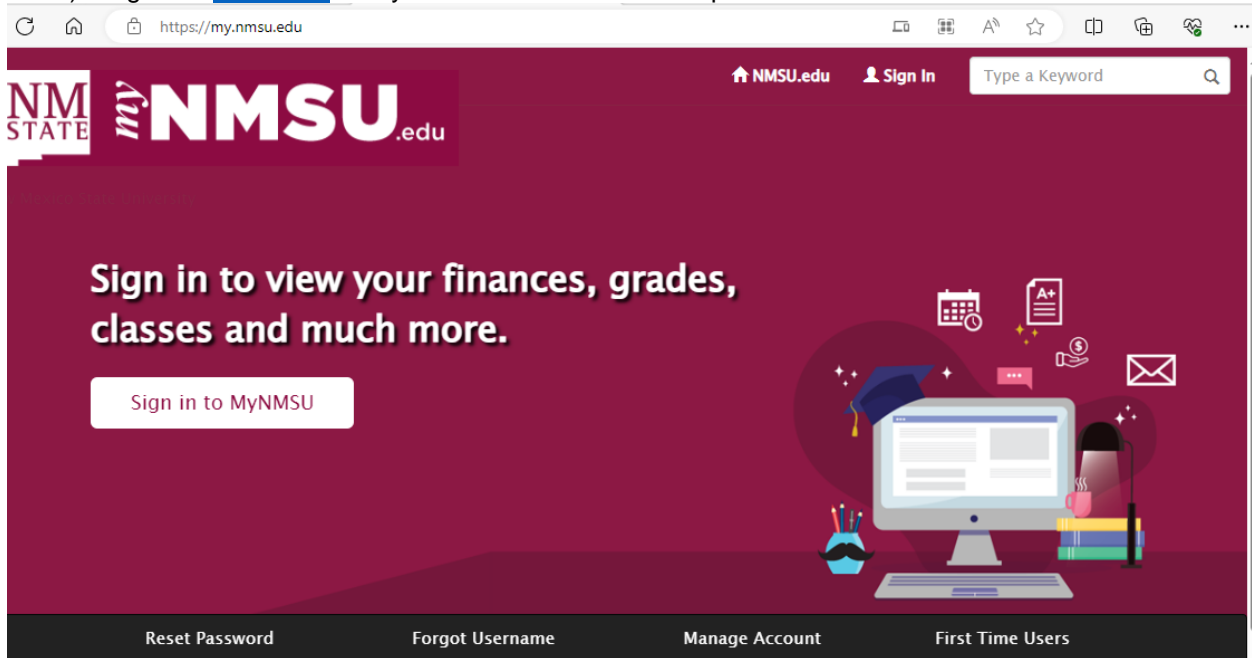# Student Users: Instructions for Setting up a Proxy User in Payment Portal

NMSU Students may provide Proxy Financial Management Access to parents/guardians/spouses as desired by going online at my.nmsu.edu and using the Student Proxy Financial Management link. 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. This process is initiated by the student, with the instructions below.
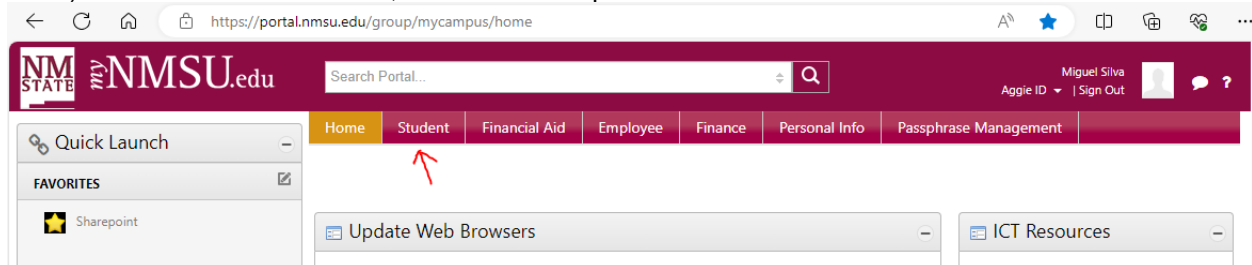
Please note: The instructions in this PDF are only for setting up a proxy to make payments on a student account. In order for a proxy to also have access to additional student records, the student will first need to grant them proxy access. Those instructions can be found **here**.

Student Instructions for Adding a Proxy User:

1) Sign into **myNMSU** with your NMSU username and password.

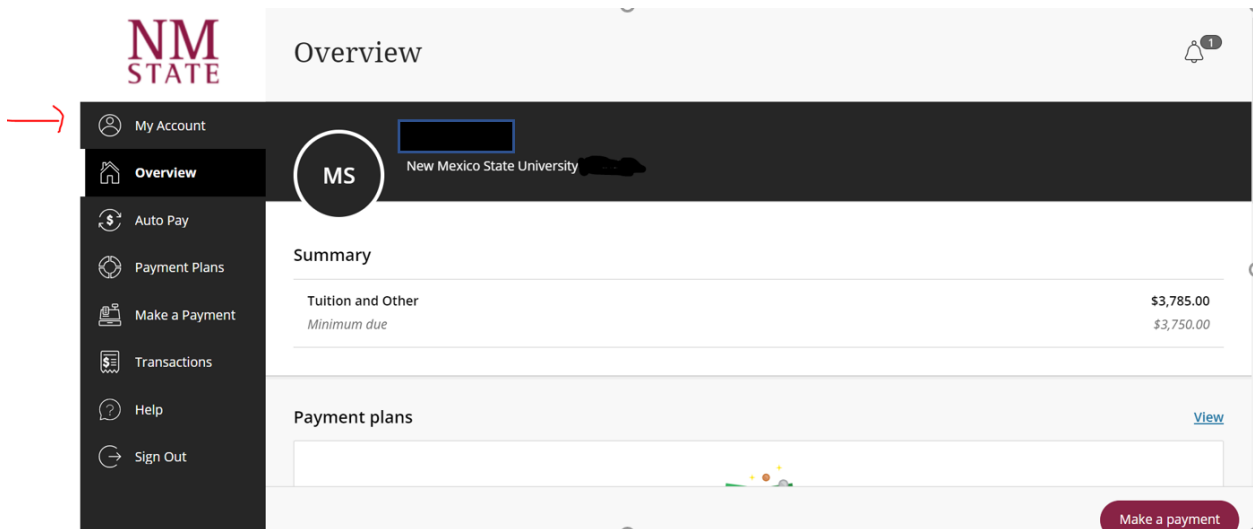2) Click on the **Student** tab, located at the top of the screen.

3) Click on **Pay NMSU/Student Proxy Financial Management**, located towards the bottom of the screen, under **Student Account and Payment Information**.
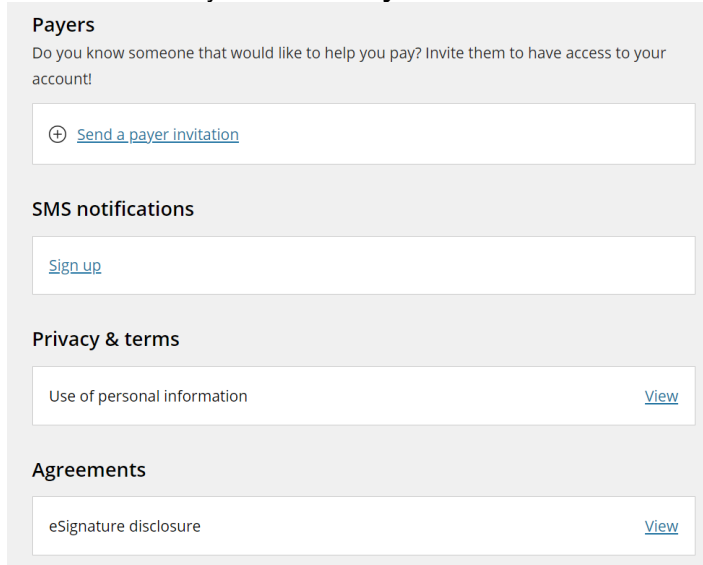
Student Account and Payment Information
- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Statement and Payment History
- Pay NMSU/Student Proxy Financial Management
- MyHousing
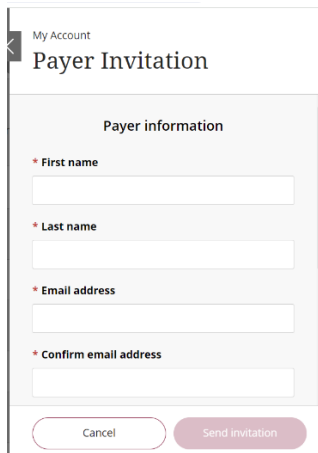- MyDining
- Direct Deposit Signup
- Student Proxy Management

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

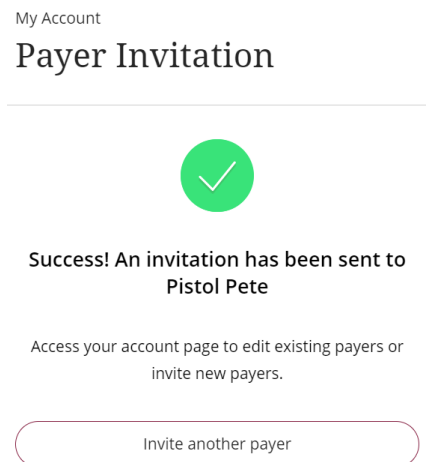5) Scroll down until you see the **Payer** section. Click on **Send a Payer invitation** link.

6) 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

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

My Account
Payer Invitation

✓

Success! An invitation has been sent to Pistol Pete

Access your account page to edit existing payers or invite new payers.

Invite another payer

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

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.)