

Proxy User: How to View Statements

Proxy Users can follow these steps to view statements:

Student User Prerequisite Steps:

1. Ensure that [Proxy Access](#) has been completed by the student.
2. Access to **Statement and Payment History** must be granted in order to view statements.

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:

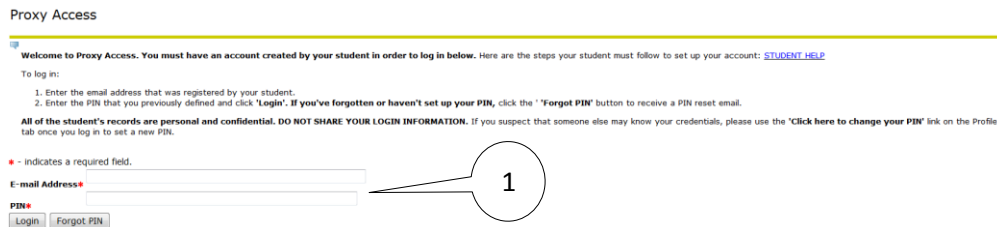
1. Enter the email address that was registered by your student.
2. Enter the PIN that you previously defined and click 'Login'. If you've forgotten or haven't set up your PIN, click the 'Forgot PIN' button to receive a PIN reset email.

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.

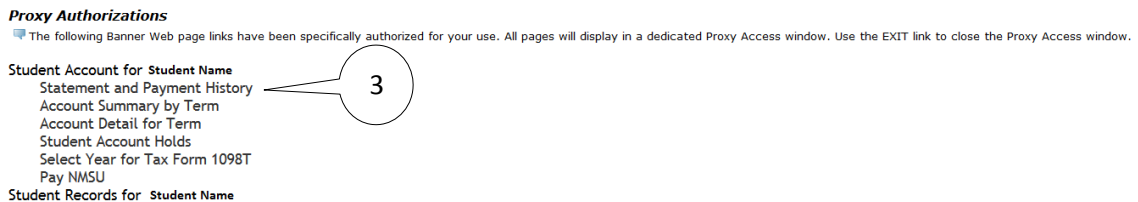


3. Select **Statement and Payment History**.

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. Select **View Statement**.

Statements available for review since May 01, 2015

Account Balance: \$33.50

Select Statement Bill Date: Aug 05, 2015 ▾

View Statement

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Statement Summary

Amount Due: \$795.20
Due Date: Sep 15, 2015
Term: 2015 Fall

5. Print your statement (optional).



University Accounts Receivable
MSC 4570
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-4911, fax: 575-646-7773
uar.nmsu.edu

ACCOUNT SUMMARY	
Statement Date	08/05/2015
Aggie ID	
Prior Term Balance	\$0.00
Current Term Balance	\$795.20
Future Balance	\$0.00
Amount Due	\$795.20

Ms
S Dr
Las Cruces, NM 88001-3849

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STUDENT SCHEDULE/BILL
2015 Fall(201540)

CRN	SUBJ	CRSE	SEC	CMP	COURSE TITLE	CREDS	LV	ST
52412	ACCT	455	M01	MA	FEDERAL TAXATION II	3.00	UG	RE

Course Credits: 3.00

CHARGES	CREDITS/ANTICIPATED CREDITS
ASNMSU FAL 33.50	
LC TUITION FAL UG RESD PT 761.70	

