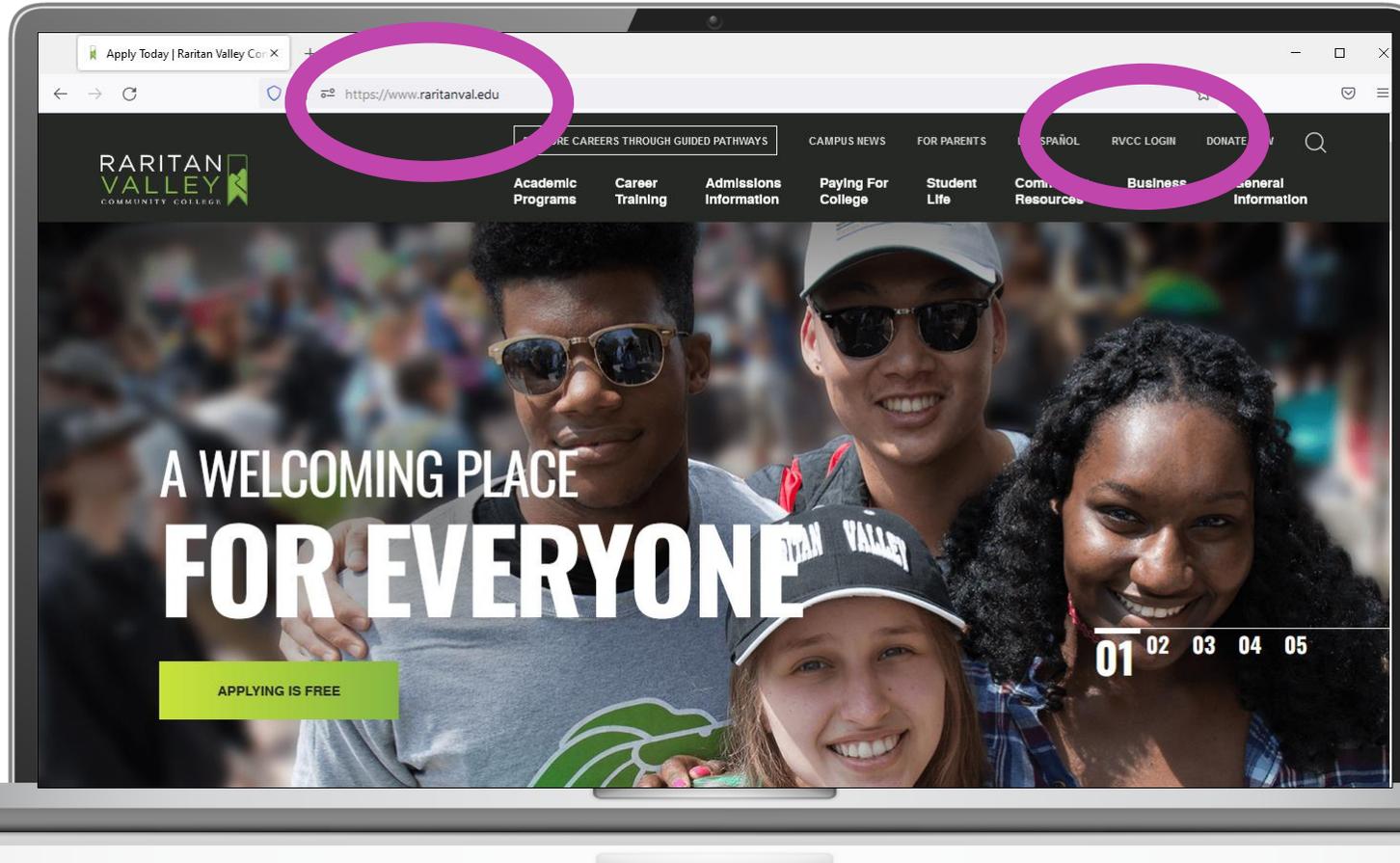


HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT



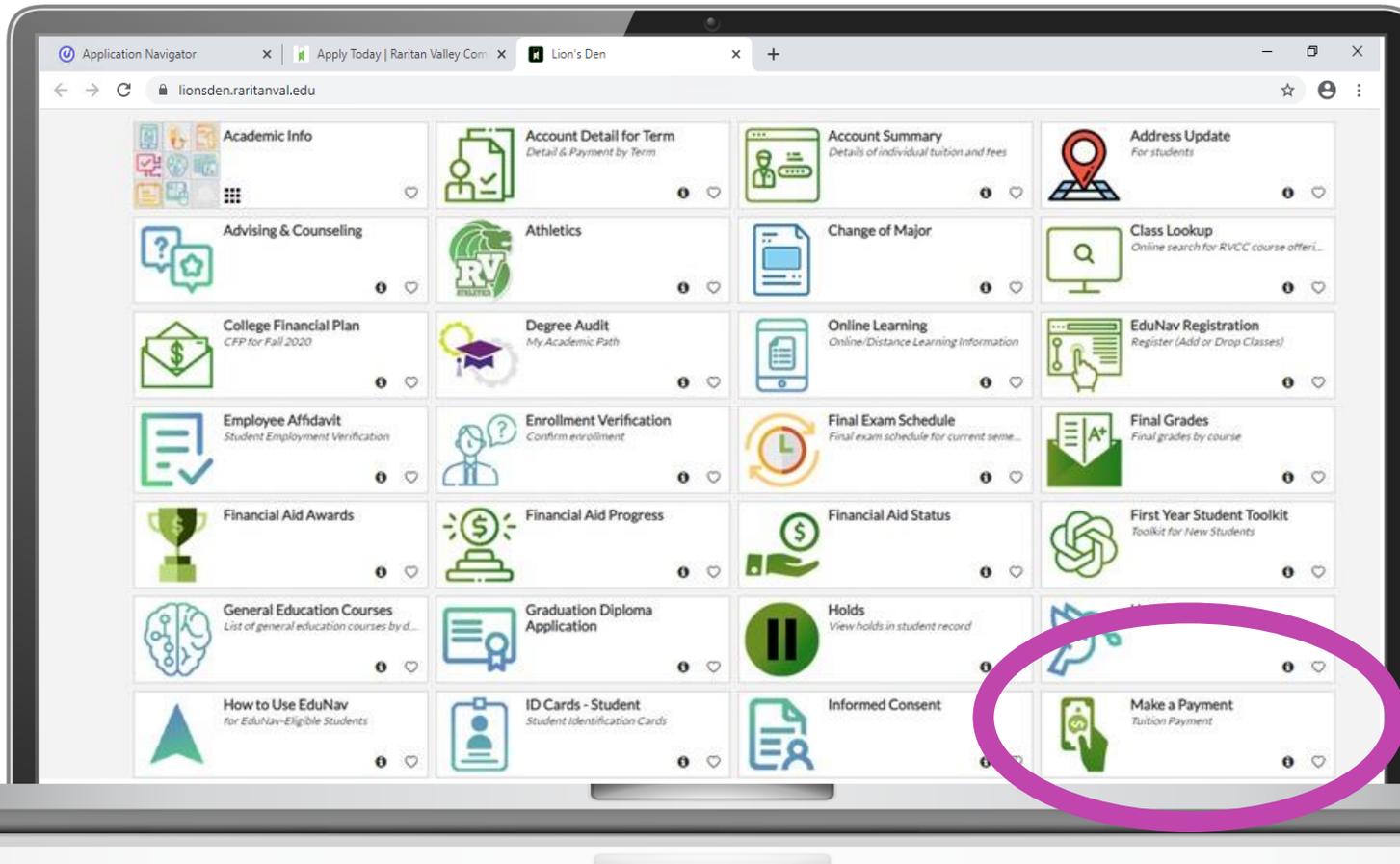
- Go to **raritanval.edu**
- Login to **Lion's Den:**
 - G#@stu.raritanval.edu
 - Rv password (Case Sensitive)
- **Login issues?**

Contact Tech Services at helpdesk@raritanval.edu or call 908-526-1200 x7887 for password reset

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENTS/GUARDIANS TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT

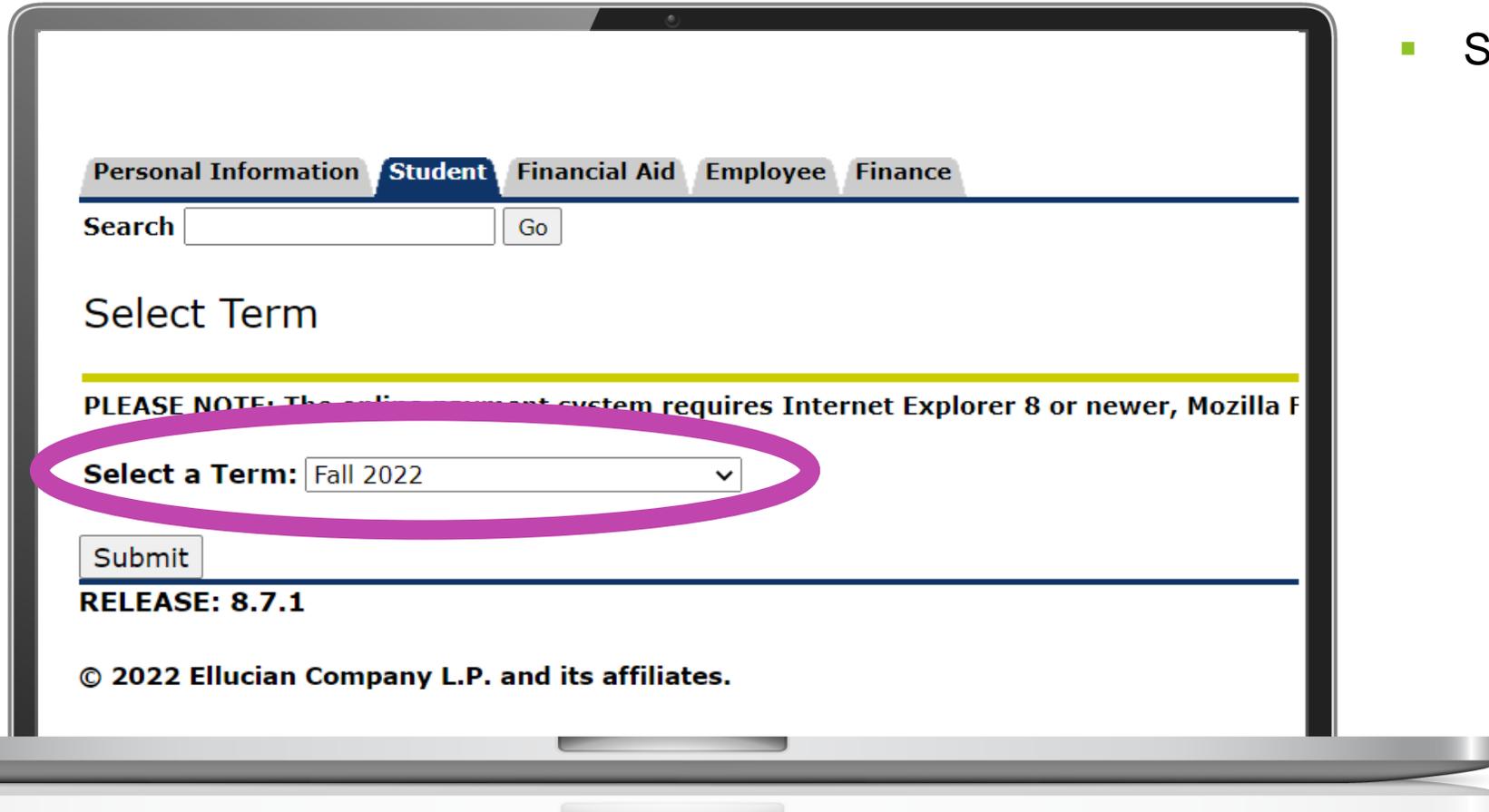
- In the **Student** section, click on the **Make a Payment** tile



HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT

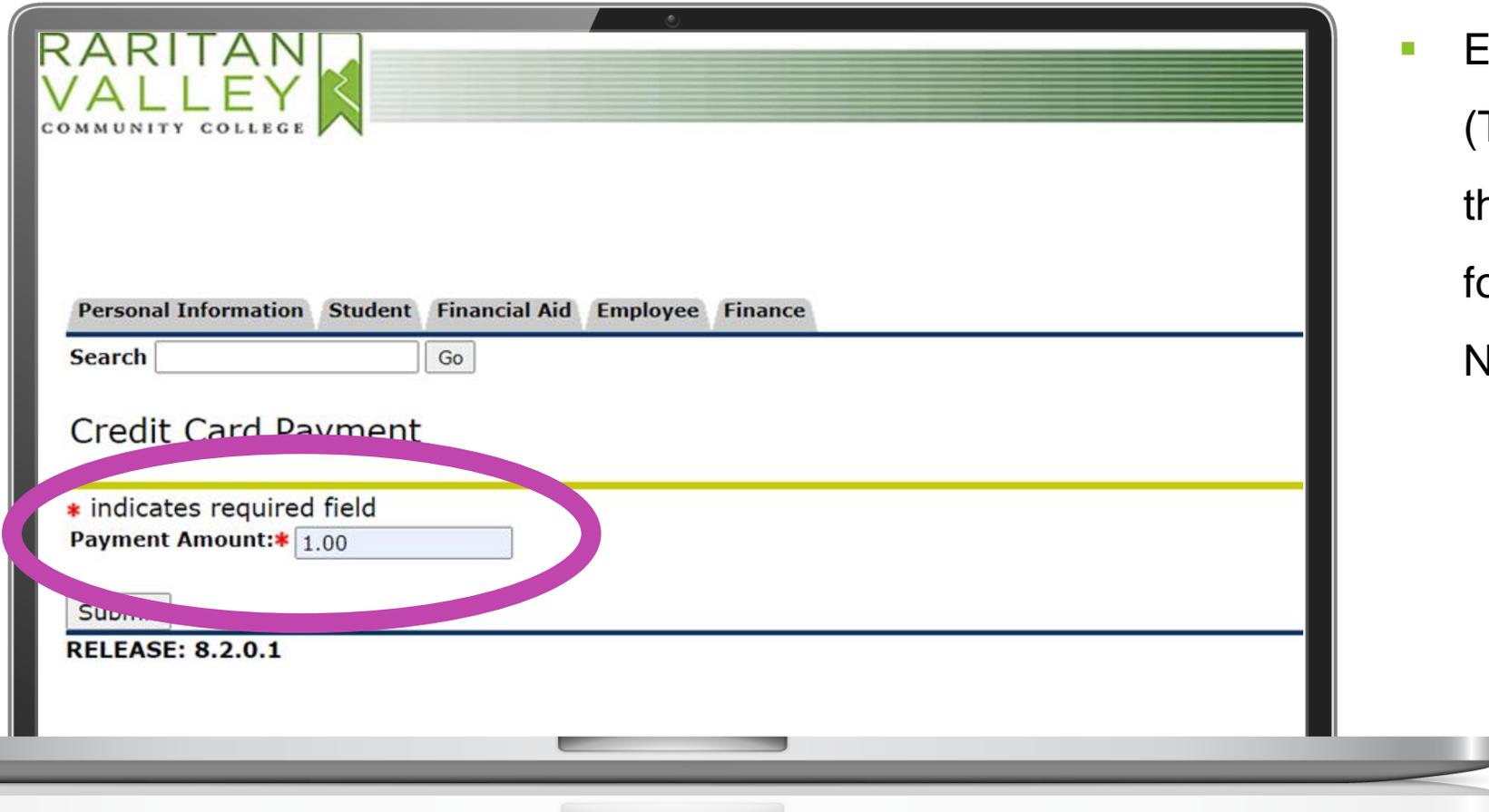
- Select the **Term**



The screenshot shows a web interface with a navigation bar containing tabs for 'Personal Information', 'Student', 'Financial Aid', 'Employee', and 'Finance'. Below the navigation bar is a search field with a 'Go' button. The main content area is titled 'Select Term' and features a yellow horizontal line. Below the line is a 'PLEASE NOTE' message. A dropdown menu labeled 'Select a Term:' is highlighted with a pink oval, showing 'Fall 2022' as the selected option. Below the dropdown is a 'Submit' button. At the bottom of the page, the text 'RELEASE: 8.7.1' and '© 2022 Ellucian Company L.P. and its affiliates.' is visible.

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT



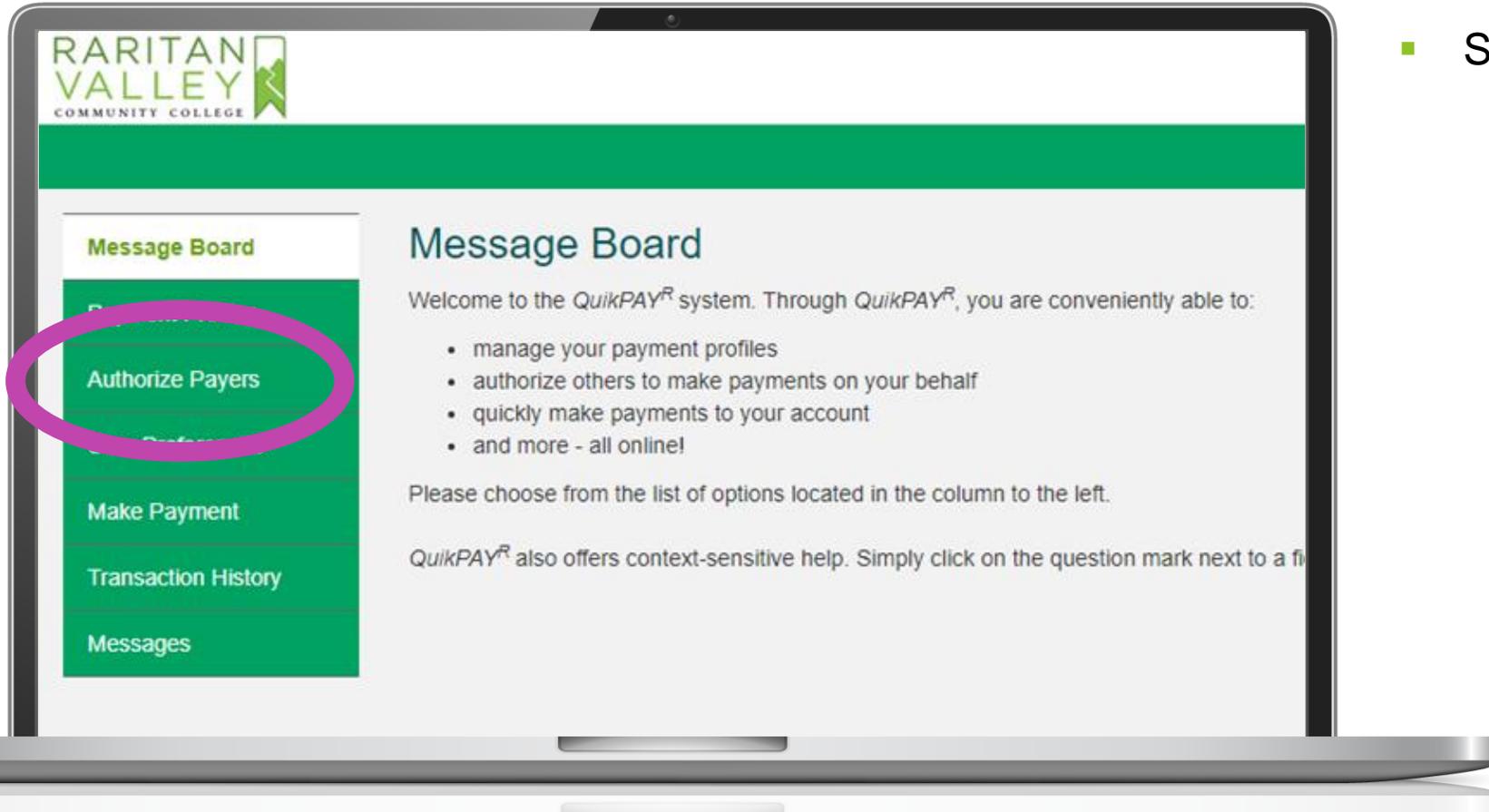
The screenshot shows the Raritan Valley Community College website interface. At the top left is the college logo. Below it are navigation tabs: Personal Information, Student, Financial Aid, Employee, and Finance. A search bar with a 'Go' button is present. The main heading is 'Credit Card Payment'. Below this, a red asterisk indicates a required field: '* indicates required field'. The 'Payment Amount' field is highlighted with a red circle and contains the value '1.00'. A 'Submit' button is partially visible below the field. At the bottom left of the page, the text 'RELEASE: 8.2.0.1' is displayed.

- Enter an **Amount**
(This is required to advance to the next step and doesn't carry forward to payment screen in Nelnet)

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

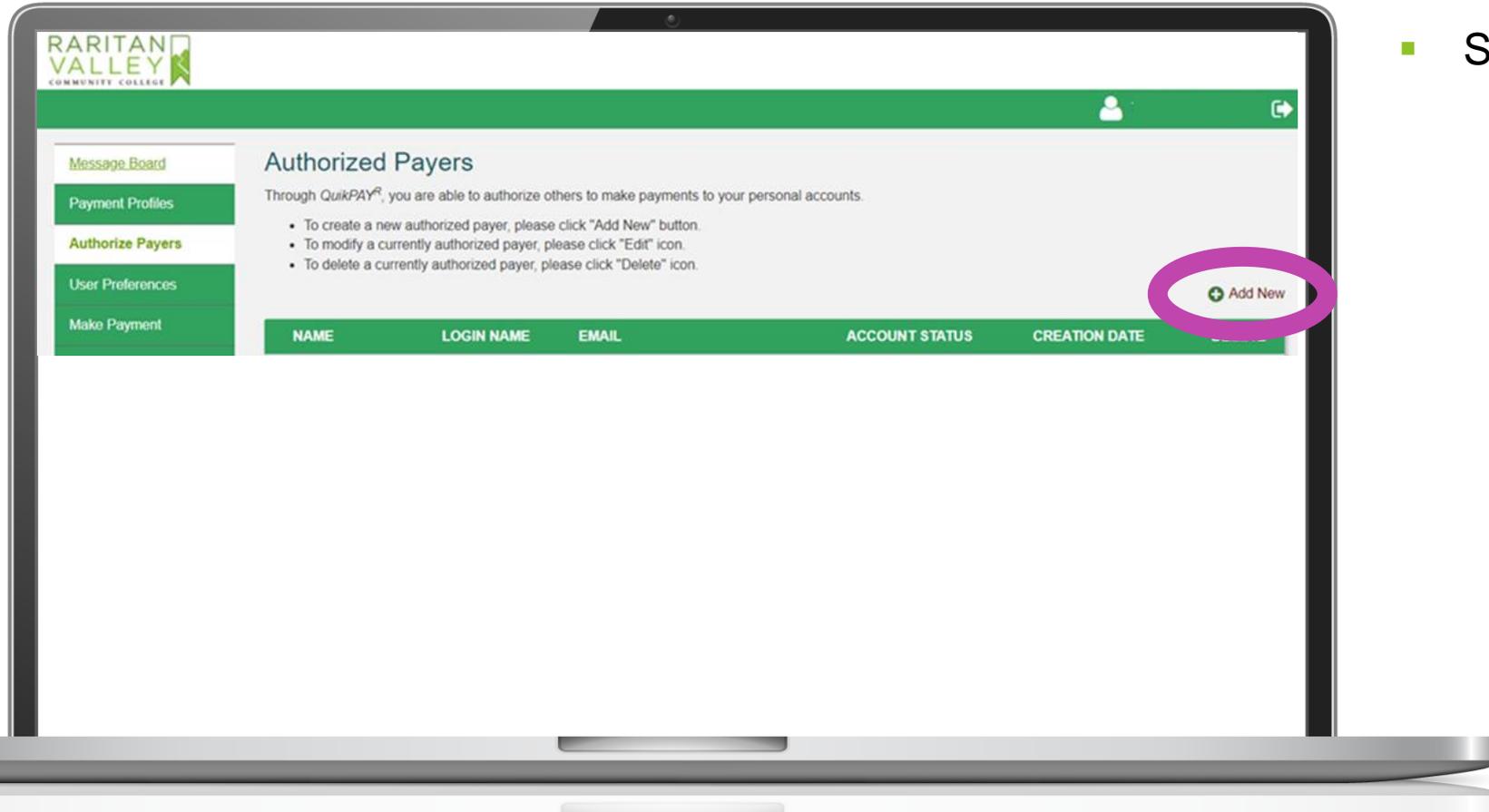
AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT

- Select **Authorize Payers**



HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT



- Select **Add New**

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT

Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

Required fields are marked with an *

Authorized Payer Information

Authorized Payer's Full Name*:

Authorized Payer's Email*:

Confirm Email*:

Create Login Name*:

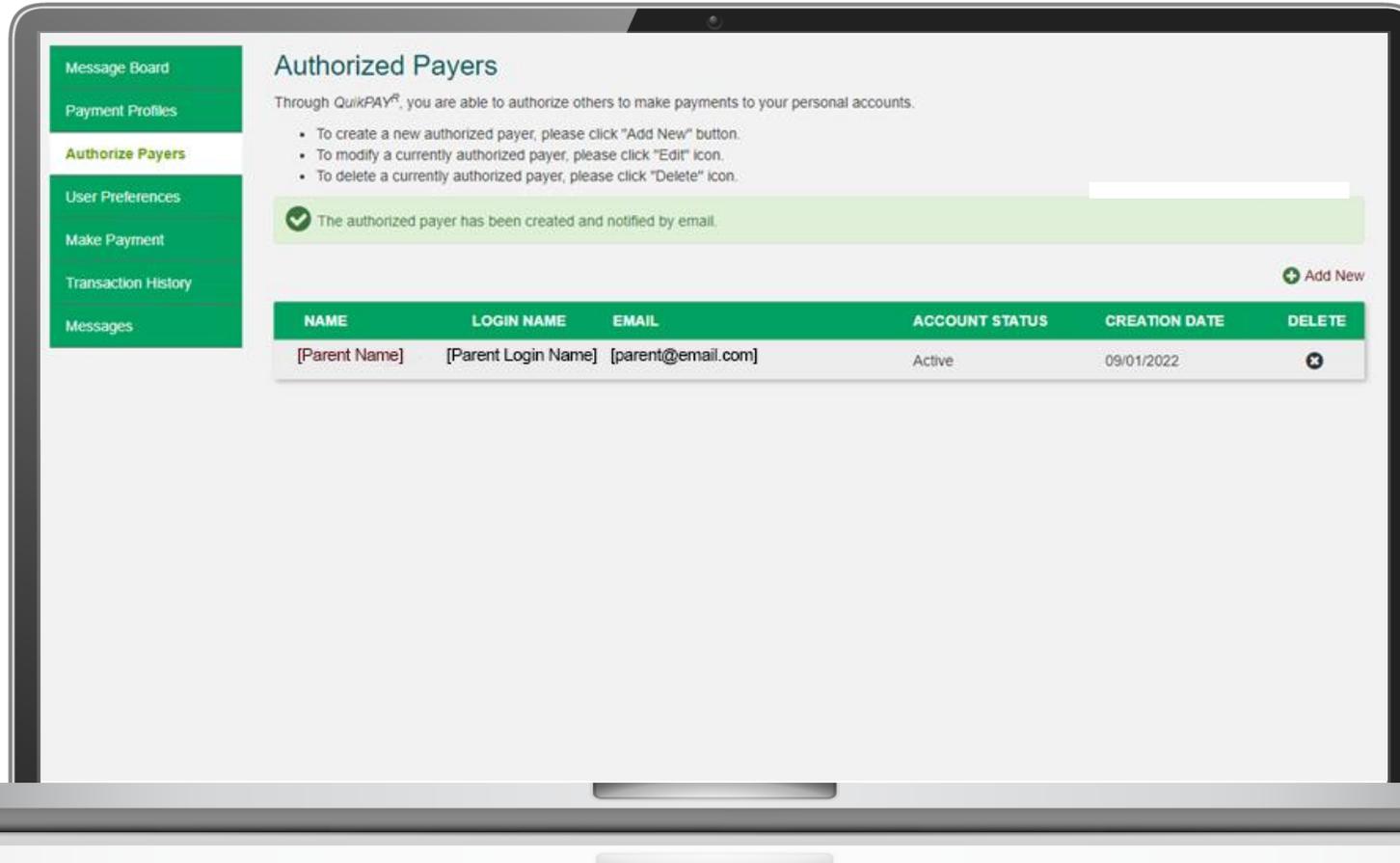
Save **Cancel**

Please ensure that this is a private email address that only the authorized payer can access and not a work or shared email address.

- Add your **Parent/Guardian information**
- Ensure to use a **private email**
- Create a Login Name for your Parent/Guardian (The login name must be at least six (6) characters long and can only include letters and numbers)
- Click **Save**
- NOTE: If a family has more than one student at the College, the Parent/Guardian needs a separate login for each student.

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT



- You will see a confirmation that the authorized payer has been added
- **Sign out of Lion's Den**
(Click the sign out arrow tile next to your name at the top right hand corner of the page)

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT

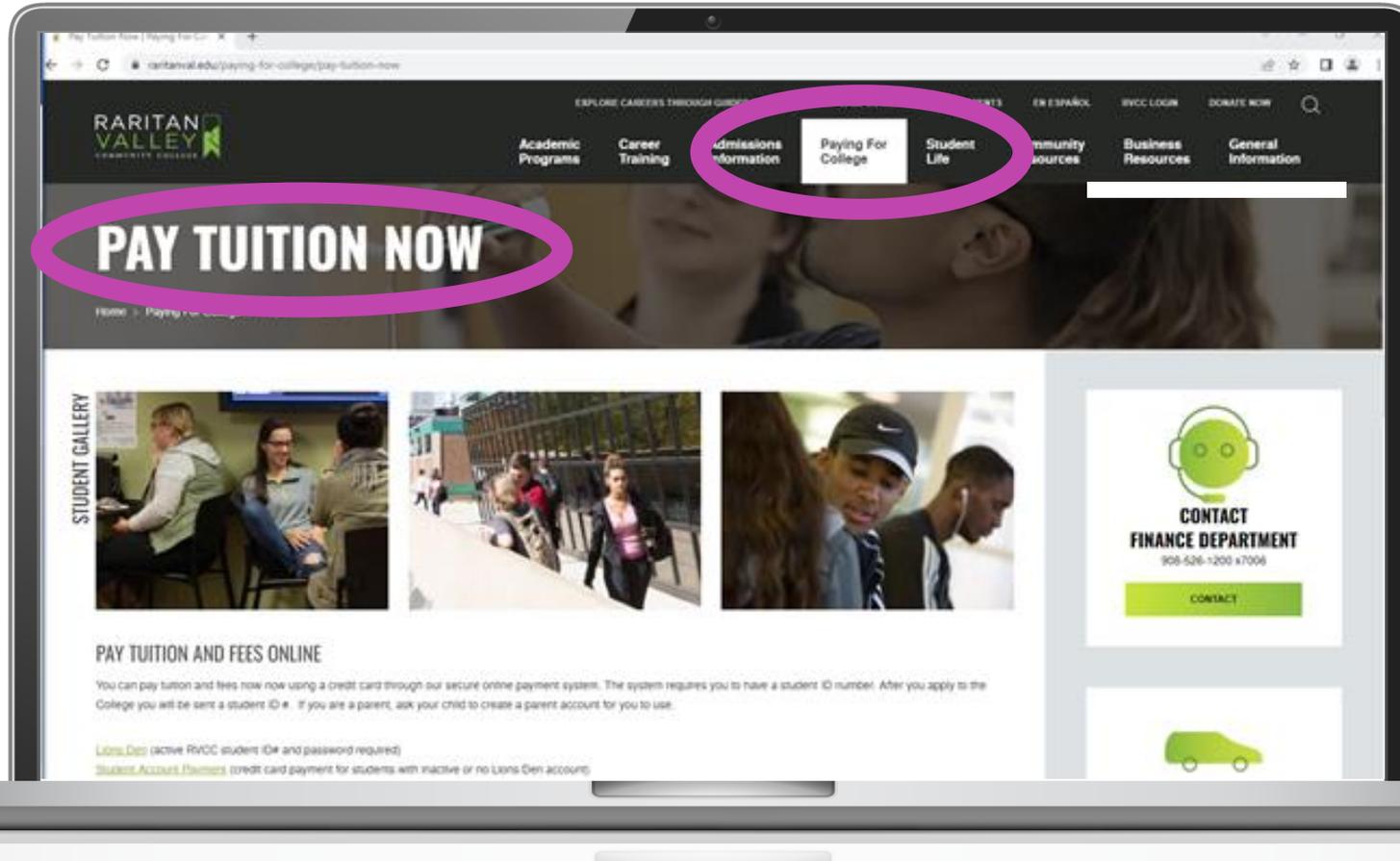
Your Parent/Guardian will receive an email message similar to this one:

“Dear **[Parent Name]**, **[Student Name]** has set you up as an authorized payer on their online student account. You have been assigned the following username: **[Username]**
Please use this link below to set your password: **[link]**.
After setting your password, you can login in the future at **[link]**.
Regards, QuikPAY College”

- The authorized payer will receive an email to their assigned email address and should finalize the account setup via provided links.

HOW TO CREATE A PARENT ACCOUNT FOR NELNET

AUTHORIZE PARENT/GUARDIAN TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT



- After the Parent Account is set-up, visit the **Pay Tuition Now** page at www.raritanval.edu/paying-for-college/pay-tuition-now
- Scroll down & click on the **Parents Pay Tuition Now** link
- Parents/Guardians can sign in with their login name and password