

HOW TO CREATE AN AUTHORIZED PAYER ACCOUNT FOR NELNET

AUTHORIZE SOMEONE TO MAKE PAYMENTS ON YOUR BEHALF TOWARDS YOUR ACCOUNT



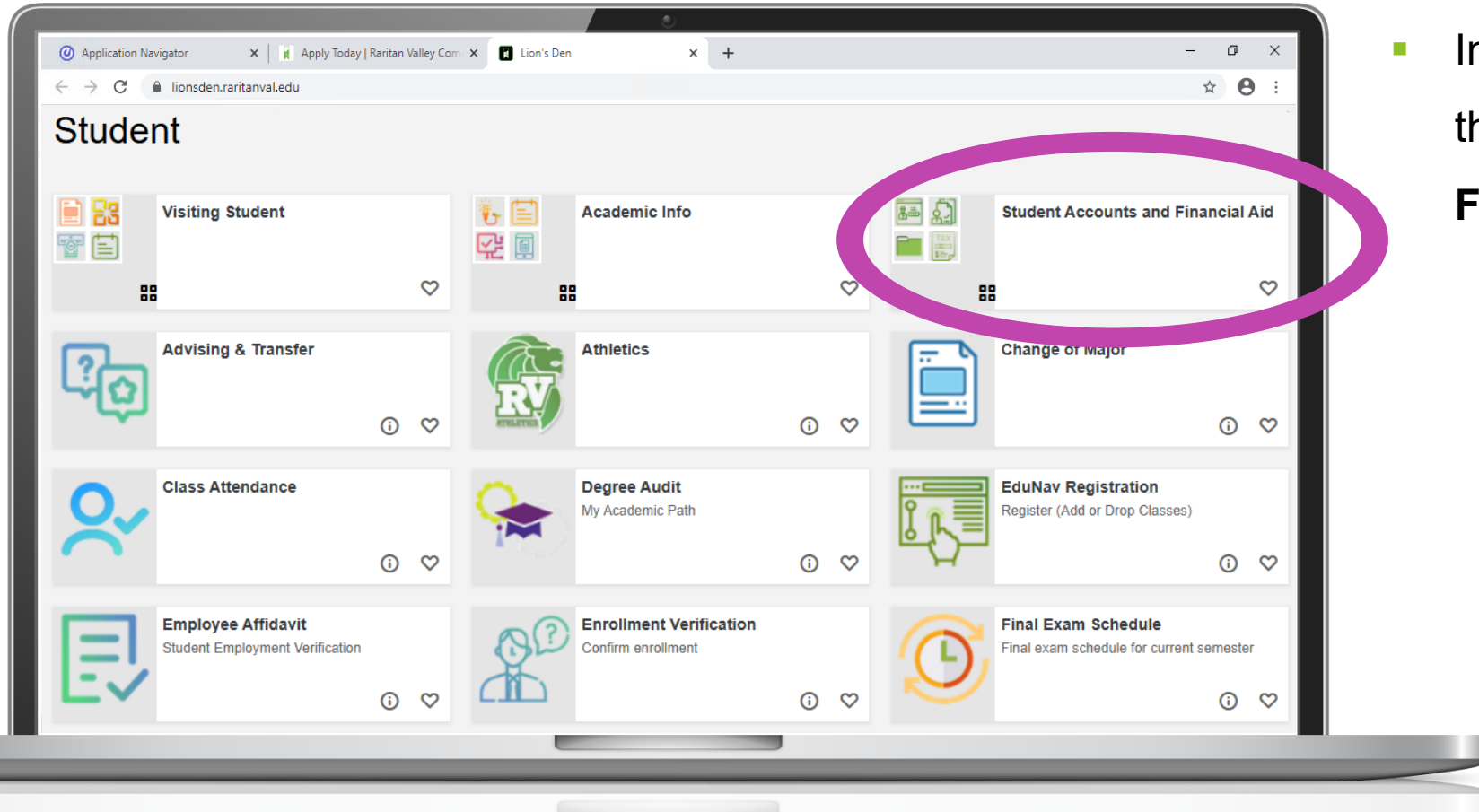
- Go to **raritanval.edu**
- Login to **Lion's Den:**
 - G#@stu.raritanval.edu
 - Rv password (Case Sensitive)
- **Login issues?**

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

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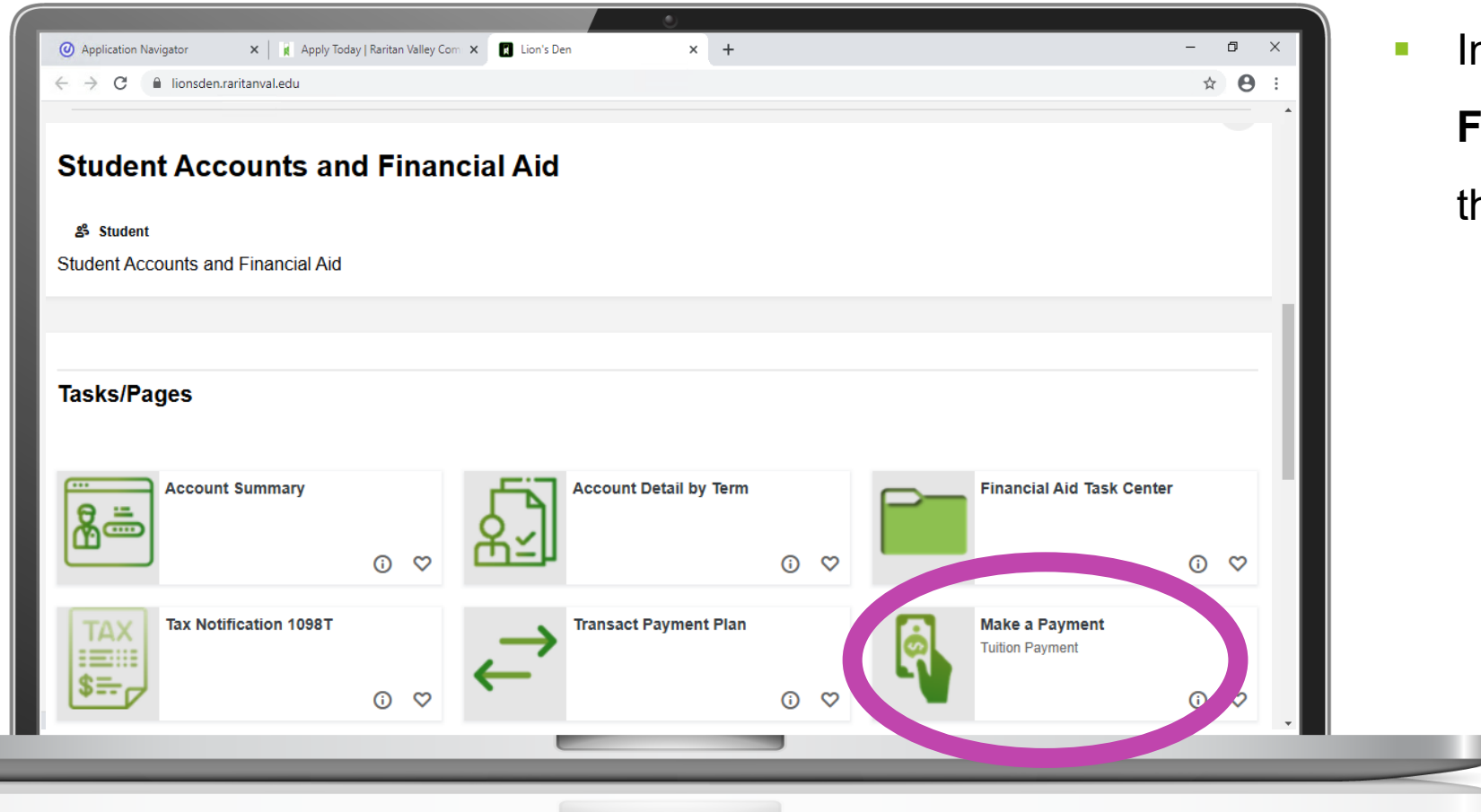
- In the **Student** section, click on the **Student Accounts and Financial Aid** tile



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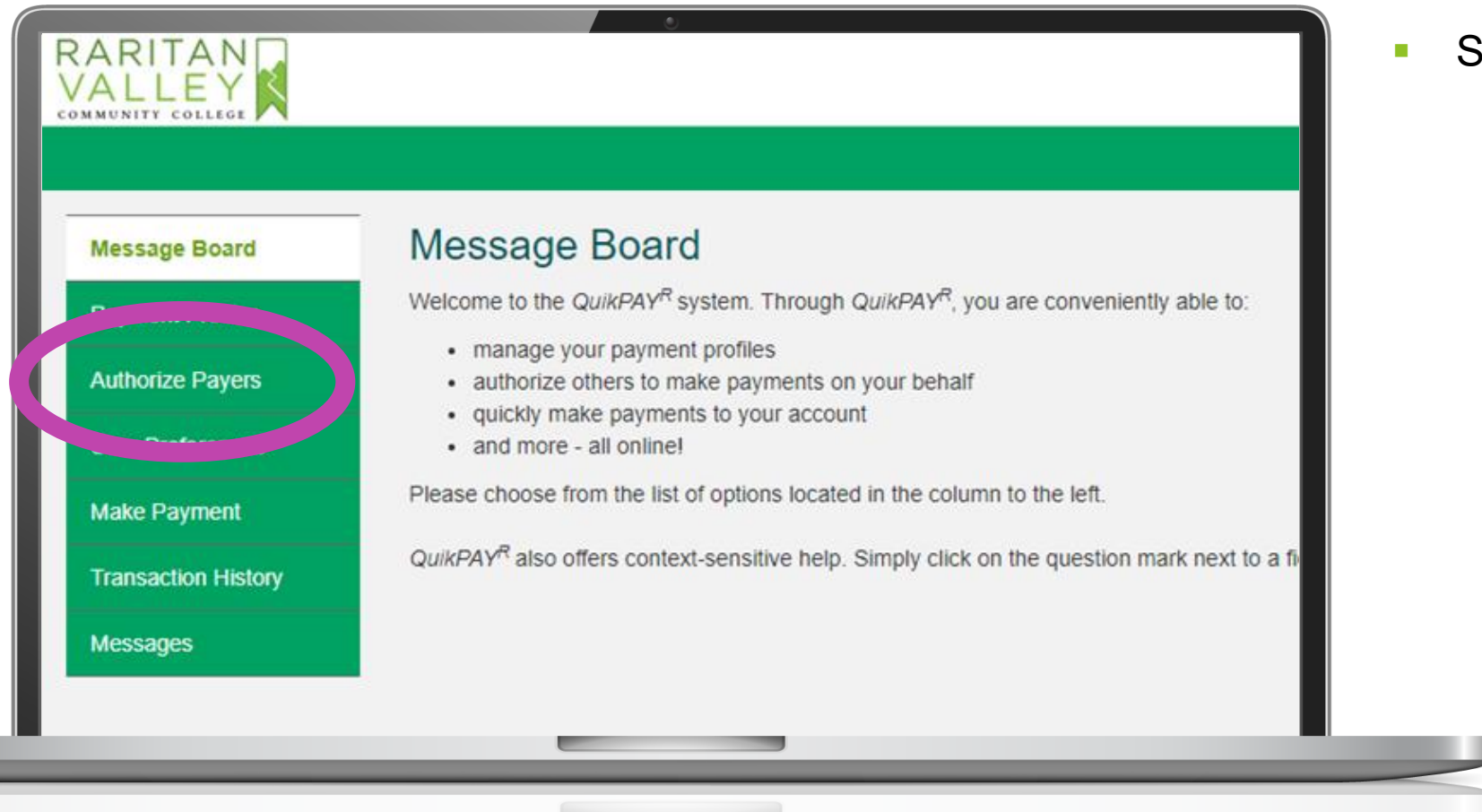
- In the **Student Accounts and Financial Aid** section, click on the **Make a Payment** tile



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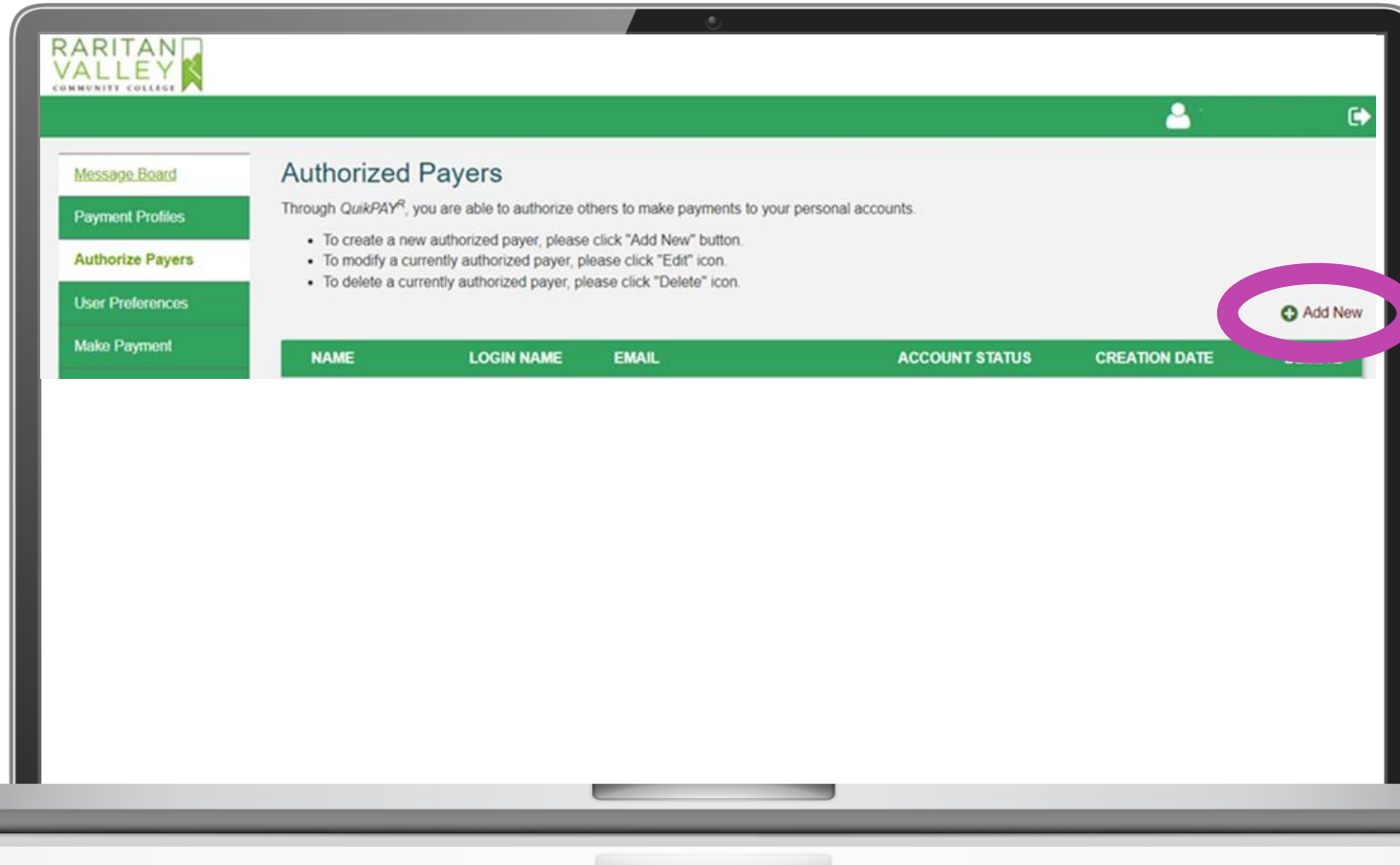
- Select **Authorize Payers**



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- Select **Add New**



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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*:

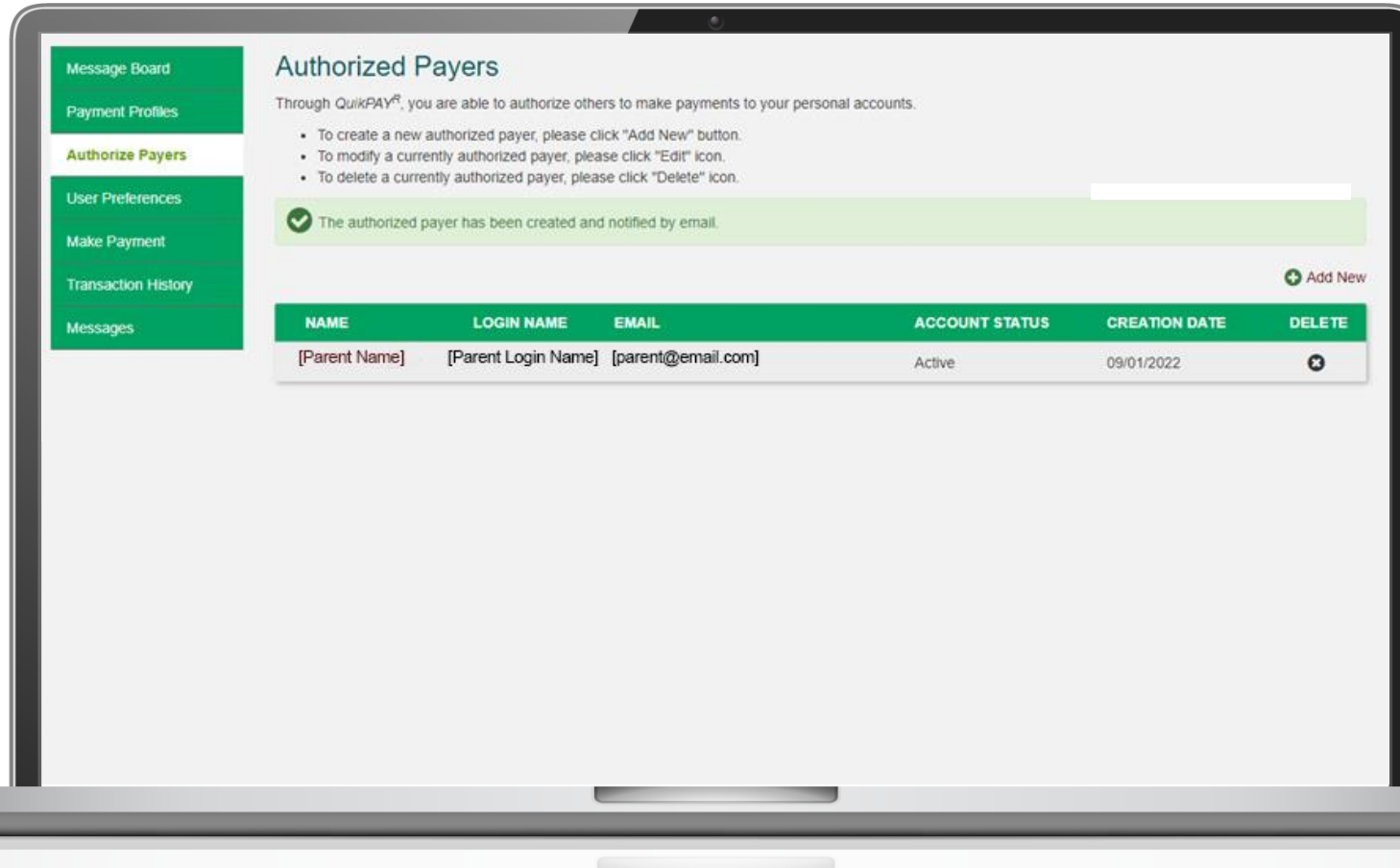
Save **Cancel**

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 **Authorize Payer** information
- Ensure to use a **private email**
- Create a Login Name for your Authorized Payer (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 Authorized Payer needs a separate login for each student.

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- 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)

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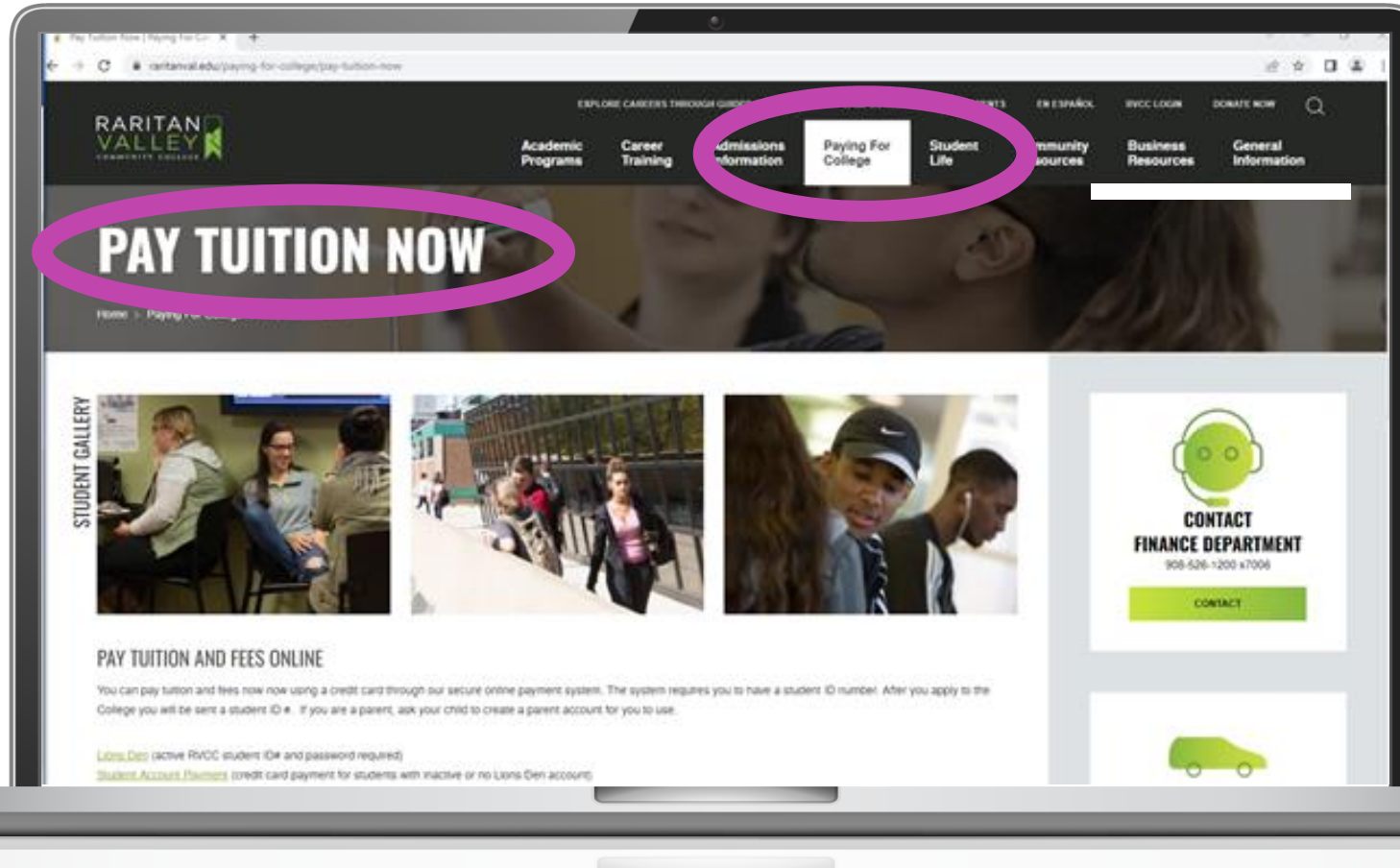
Your Authorized Payer will receive an email message similar to this one:

“Dear **[Payer 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.

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- After the Authorized Payer 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 **Active Lion's Den Account**
- Authorized Payers can sign in with their login name and password