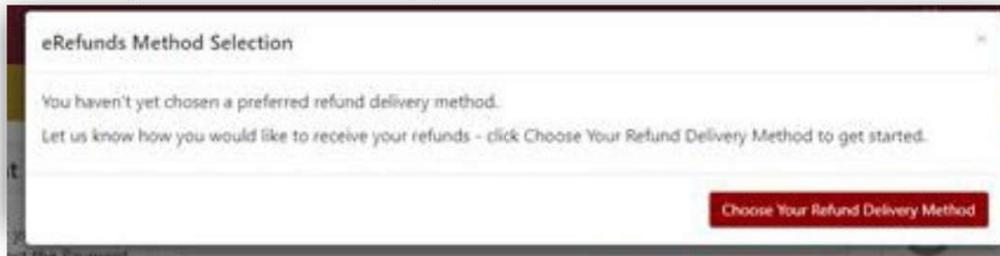


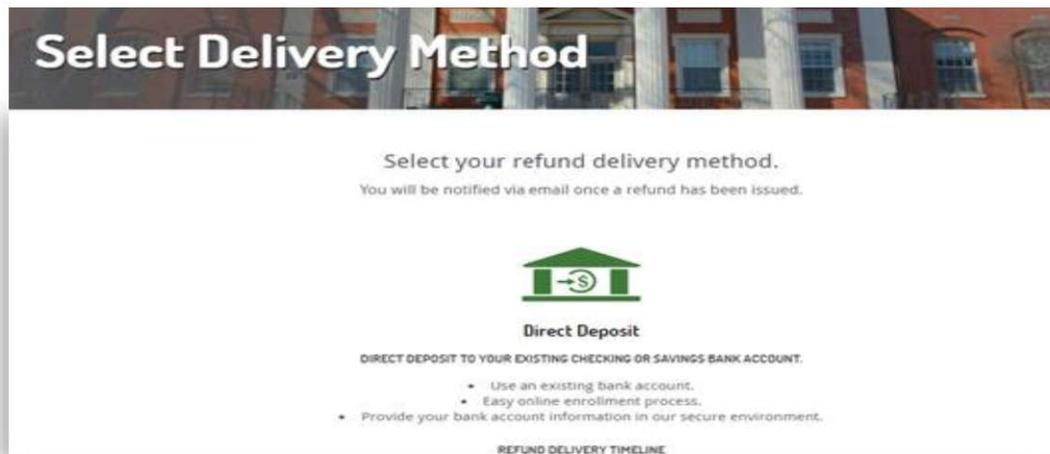
Setup Your Refund Method

At first log in, you will be prompted to add your banking info for refunds

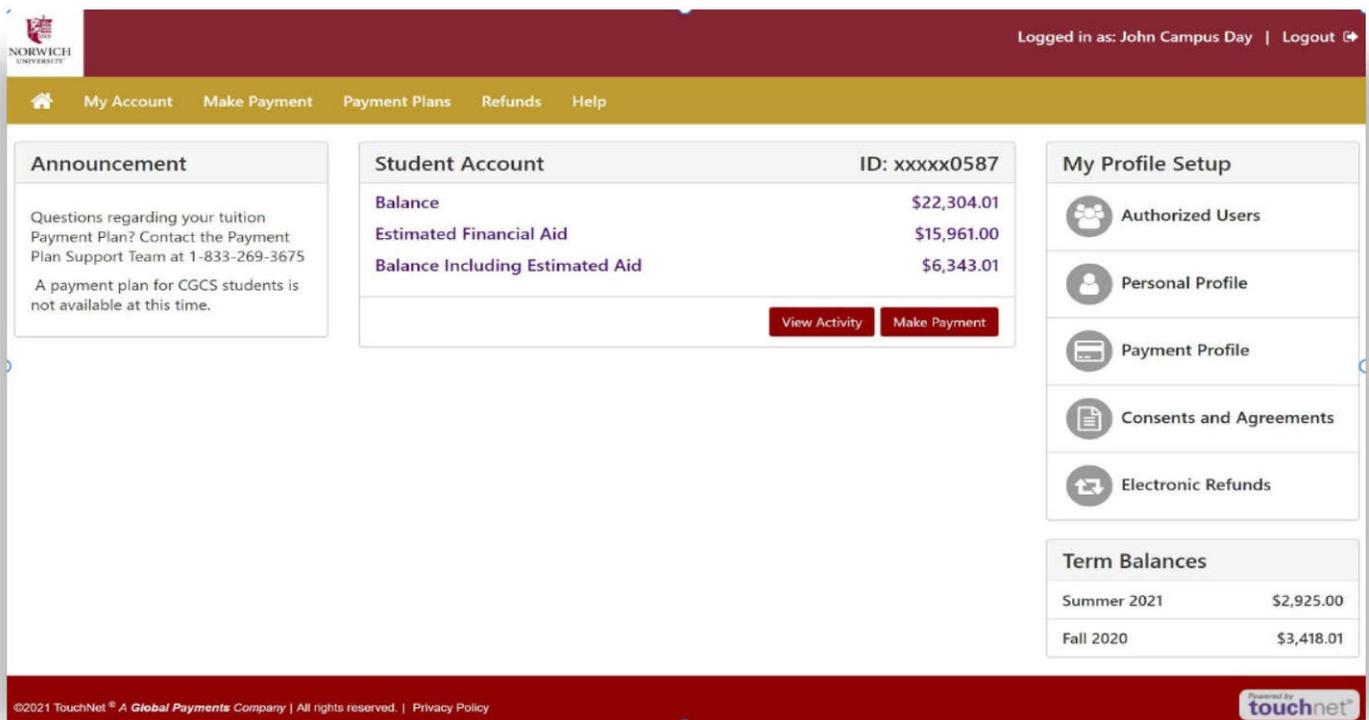
Clicking Choose Your Refund Delivery Method will open another window to Heartland ECSI, where you may enter your banking information. If you choose not to enter this information now you will be reminded the next time you enter the NUPay portal.



This is the Heartland ECSI page where you can enter your banking info.



You can return to edit your refund method by clicking Electronic Refunds from the home screen in the My Profile Setup box on the right-hand side of the screen.

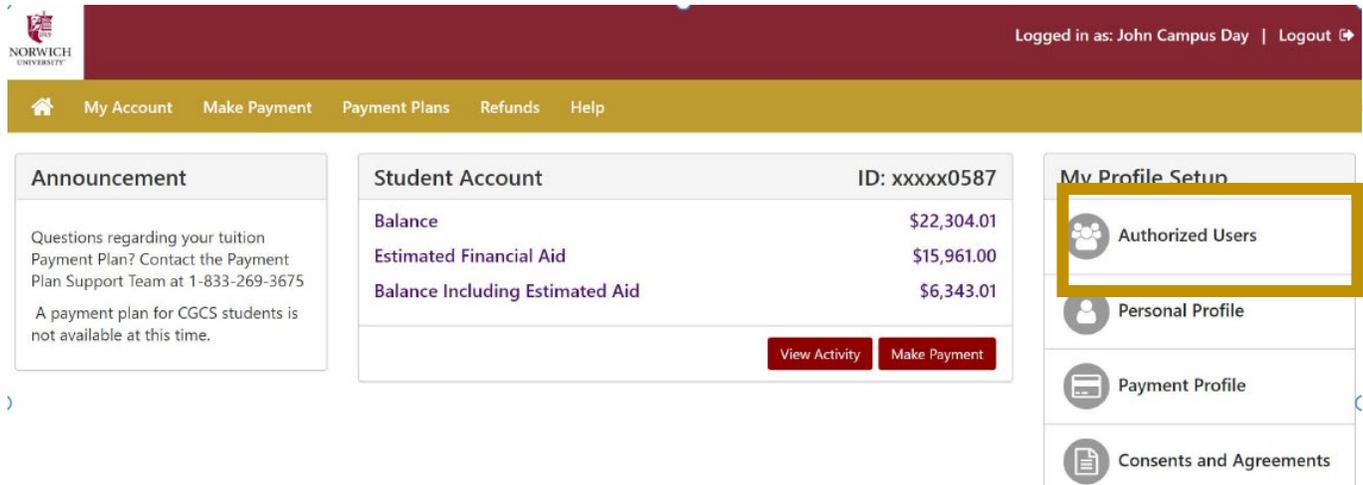


Student Account		ID: xxxxx0587
Balance		\$22,304.01
Estimated Financial Aid		\$15,961.00
Balance Including Estimated Aid		\$6,343.01

Term Balances	
Summer 2021	\$2,925.00
Fall 2020	\$3,418.01

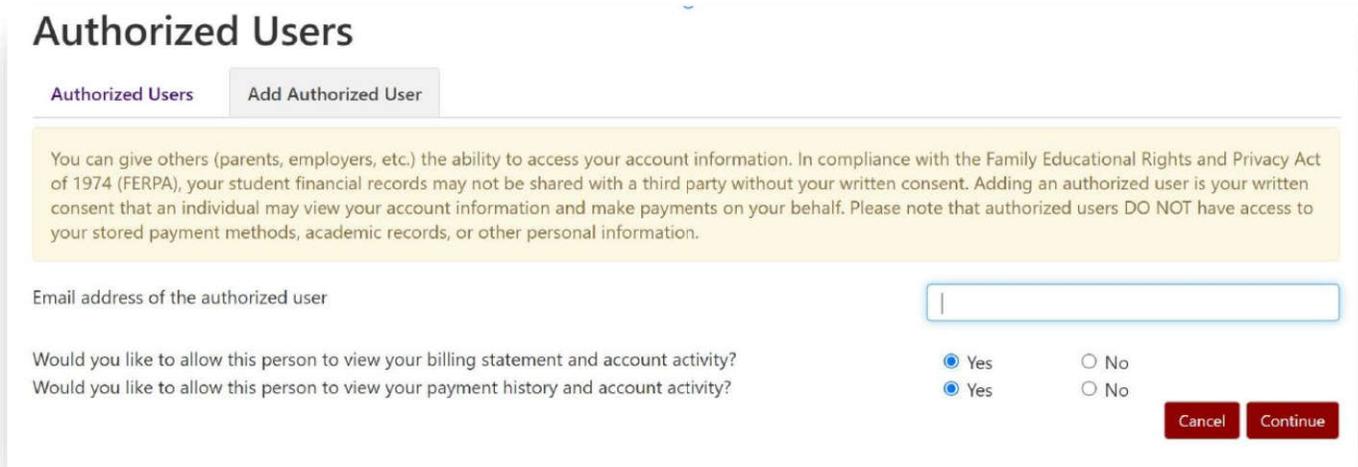
How to set up Authorized Users

Only students have the ability to set up, edit, and remove Authorized Users (aka authorized payers). From the home page of the payment portal, click Authorized Users in the My Profile Setup menu on the right-hand side of the screen.



The screenshot shows the payment portal interface. At the top right, it says "Logged in as: John Campus Day | Logout". Below the navigation bar, there are three main sections: "Announcement", "Student Account", and "My Profile Setup". The "Student Account" section shows a balance of \$22,304.01, estimated financial aid of \$15,961.00, and a total balance including aid of \$6,343.01. The "My Profile Setup" menu on the right has four items: "Authorized Users" (highlighted with a yellow box), "Personal Profile", "Payment Profile", and "Consents and Agreements".

When you are brought to the Authorized Users page you will see a list of your Authorized Users. Select Add Authorized User to add a new Authorized User. Enter their email address and select the visibility permissions you want this Authorized user to have. You can edit these options, as well as remove an Authorized User, in the Authorized Users main view.



The "Authorized Users" page has two tabs: "Authorized Users" and "Add Authorized User". Below the tabs is a yellow informational box stating: "You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information." Below this is a form with the following fields: "Email address of the authorized user" (text input), "Would you like to allow this person to view your billing statement and account activity?" (radio buttons for Yes/No), and "Would you like to allow this person to view your payment history and account activity?" (radio buttons for Yes/No). At the bottom right are "Cancel" and "Continue" buttons.

Authorized User Access

Authorized users will receive an email with information and a link to access the NUPay portal where they will set up their password to access the new system. Once set up as an Authorized User, it is suggested to bookmark the link to the NUPay system.

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