To setup an **Authorized Party**, the Emory student will login to OPUS to access Nelnet:

- **Financial Account** tile
- **Make a Payment** tab
- **Enroll/Manage My Payment Plan**

After the initial setup, the student will land on their Nelnet homepage:

Select “Add an Authorized Party” to begin the setup process.
Once the necessary steps are completed, the Authorized Party will receive an email from Nelnet to complete the setup:

You will be asked a security question to proceed – this is setup by the student:
Once correctly answered, the account setup will begin:

After entering some general personal information, you will be asked to create a username and password. **Please note, this is separate from OPUS Guest Access.**
Following completion, you will be taken to your Nelnet dashboard. Future logins will bring you to this screen.

You are now ready to manage your student’s payment plan. Go to www.nbspayments.com for future logins.