

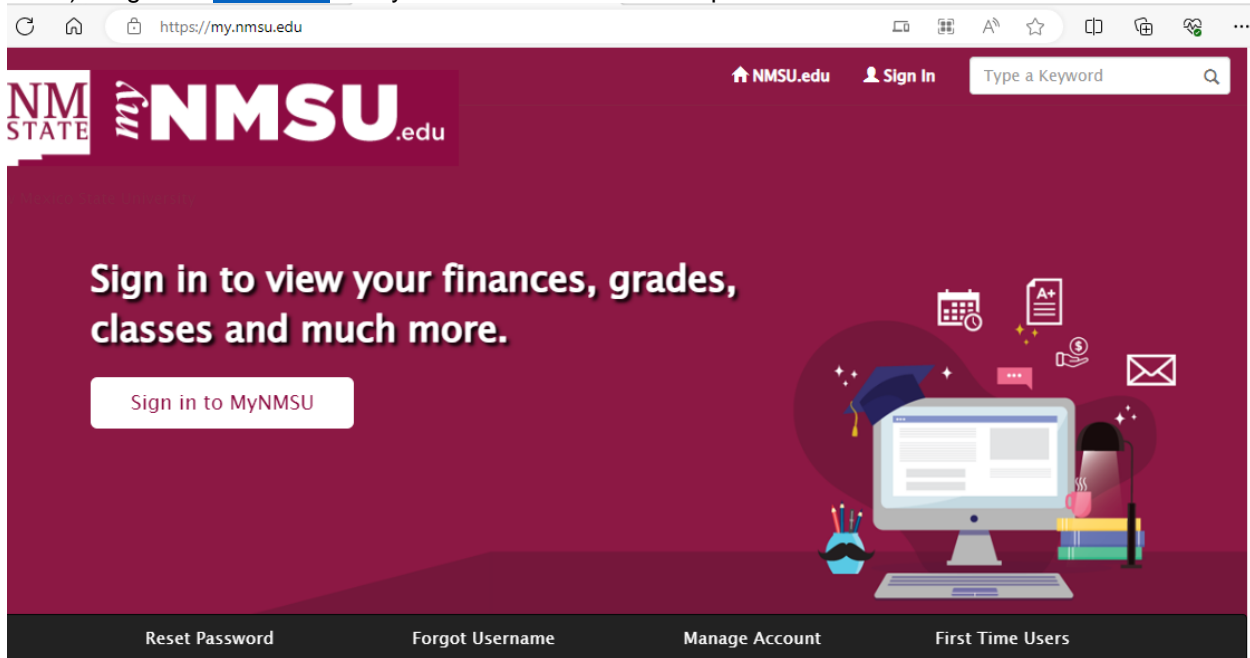
Student Users: Instructions for Setting up a Proxy User in Transact

NMSU Students may provide “proxy access” to parents/guardians/spouses as desired by going online at my.nmsu.edu and using the Proxy Access tab. Students can itemize the areas to which their proxies may have access; for example, students may wish their proxy to be able to view their NMSU paystubs, Financial Aid history and status, Registration, Student Account or Student Records. By setting up proxy access, the student permits their proxy to view such information online, and allows their proxy to have discussions about such information with University staff members.

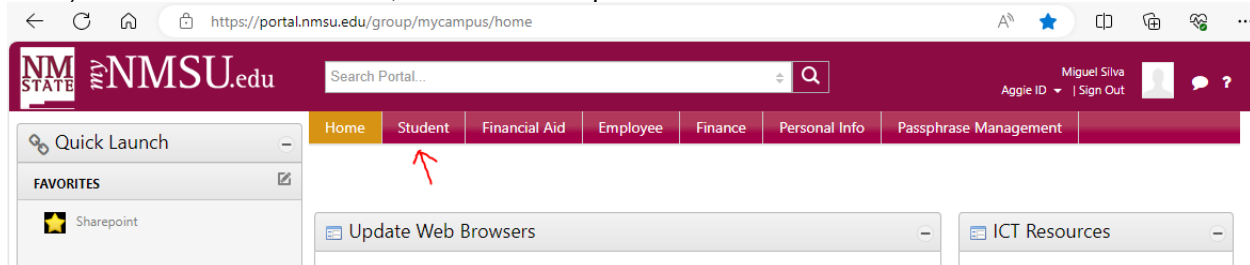
Please note: In order for a proxy to make a payment on a student account, the proxy will need to register as a Payer in Transact. This process is initiated by the student, with the instructions below.

Student Instructions for Adding a Proxy User:

- 1) Sign into [myNMSU](https://my.nmsu.edu) with your NMSU username and password.



- 2) Click on the **Student** tab, located at the top of the screen.

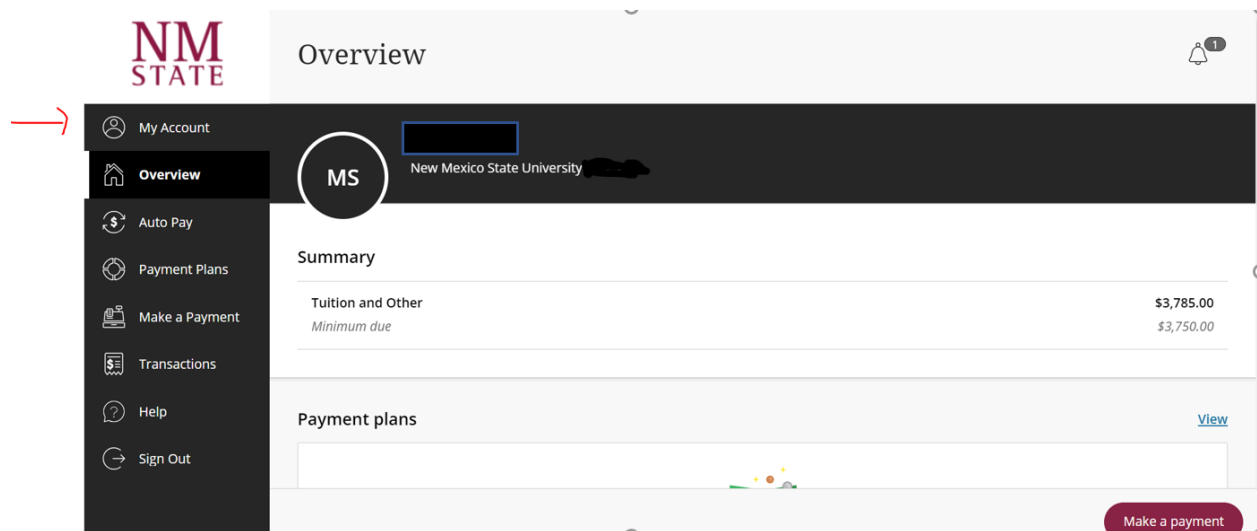


- 3) Click on **Pay NMSU/Payment Plan**, located towards the bottom of the screen, under **Student Account and Payment Information**.

Student Account and Payment Information

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Statement and Payment History
- Pay NMSU/Payment Plan ←
- MyHousing
- MyDining
- Direct Deposit Signup
- Student Proxy Management

- 4) Once you are redirected to the Transact Payment Portal, click on **My Account** from the left side of the screen.



- 5) Scroll down until you see the **Payer** section. Click on **Send a Payer invitation link**.

Payers
Do you know someone that would like to help you pay? Invite them to have access to your account!

[+ Send a payer invitation](#)

SMS notifications
[Sign up](#)

Privacy & terms
Use of personal information [View](#)

Agreements
eSignature disclosure [View](#)

- 6) A new window will pop up. Enter your payer (proxy) contact information. You can send an optional message to the payer if you scroll to the bottom of the screen. Confirm that the information is correct, then click on **Send Invitation**.

My Account
Payer Invitation

Payer information

* First name


* Last name

* Email address

* Confirm email address

- 7) You should see the following screen once the invitation has been sent.

My Account
Payer Invitation



**Success! An invitation has been sent to
Pistol Pete**

Access your account page to edit existing payers or
invite new payers.

- 8) The below screen shot is an example of the email that your payer (proxy) should receive. Your username and password will be different than what is shown in the example below. Once your payer/proxy has received this email, the student side of things is complete. Your payer/proxy will now have to follow the prompts in the email in order to finalize the process.

