

Proxy instructions to set up as a Payer in Payment Portal

NMSU Students may provide Proxy Financial Management Access to parents/guardians/spouses as desired by going online at my.nmsu.edu and using the Student Proxy Financial Management link. By setting up Proxy Financial Management Access, the student permits their proxy to pay online, and allows their proxy to have discussions with NMSU Accounts Receivable about the student account.

- 1) After the student has initiated this process, the proxy should receive the following email.
 - a. Notice that this email provides the proxy with their username (their full email address) & temporary password. This username and password will be used by the proxy to access the Payment Portal, in order to establish login credentials.
 - b. Click on the link at the bottom of the email.
 - c. Please save this email or bookmark the website for future reference.

Pistol Pete Jr. has created an account for you at New Mexico State University

uar@nmsu.edu via sendgrid.net
to me ▾

Pistol Pete Jr. has created an account for you at New Mexico State University

Your new login information is:

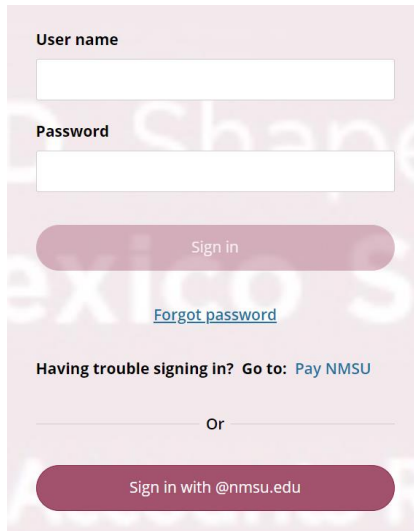
Username: pistolpeteproxy@gmail.com
Password: Pk5PCQfX7

To access the account, please click the link below.

<http://commerce.cashnet.com/nmspay>

(If clicking the link does not work, please copy and paste the information into your browser.)

- 2) You should be redirected to a new window.
 - a. Sign in using the credentials provided in the email. Please note, your username is your full email address.



The screenshot shows a sign-in form with the following elements: a 'User name' label above a text input field; a 'Password' label above another text input field; a rounded 'Sign in' button; a blue link for 'Forgot password'; a link for 'Having trouble signing in? Go to: Pay NMSU'; an 'Or' separator; and a rounded button for 'Sign in with @nmsu.edu'.

- 3) You will be redirected to another screen, where you will be required to create a unique password. Click continue.

Create a new password

*** Password**

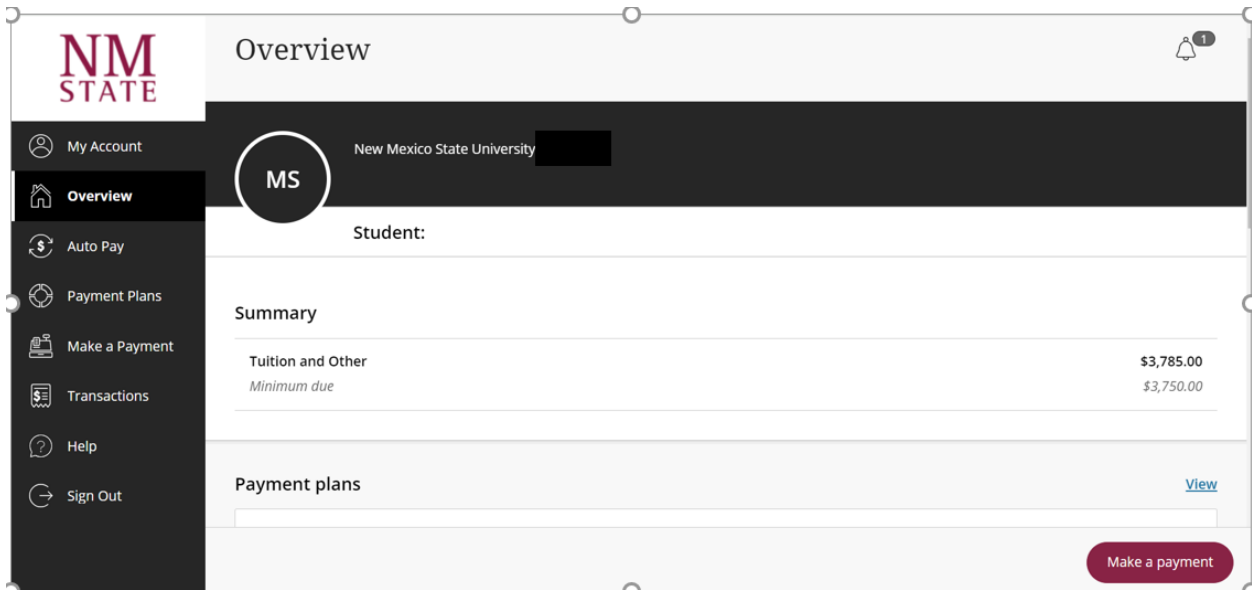
At least 8 characters, with 3 letters, and 2 non-letters

*** Confirm password**

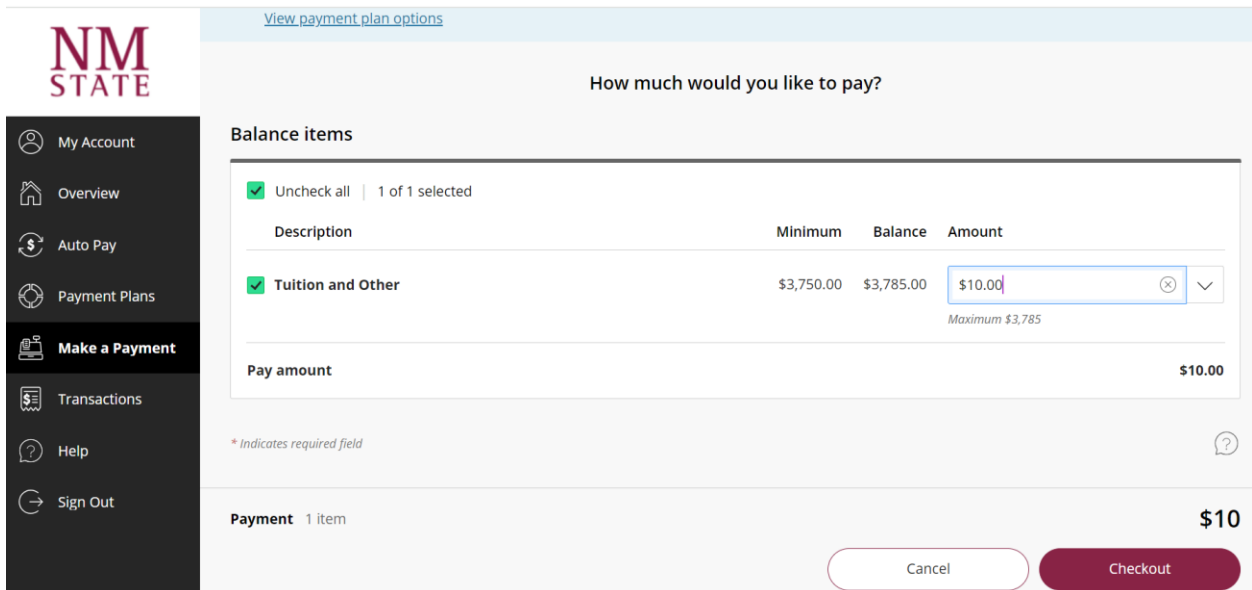
Email me about this student's...

Payment plans

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- 4) Once you have successfully created your new, unique password, you should see the following screen.
 - a. Click on Make A Payment.



5) Enter the amount that you would like to pay. Click Checkout.



6) Once the payment is complete, you should be redirected to the screen below.
 a. Check your proxy email to confirm that you received a receipt.



\$10

Thank you for your payment

The payment receipt [#2516554](#) was sent to:
pistolpeteproxy@gmail.com