

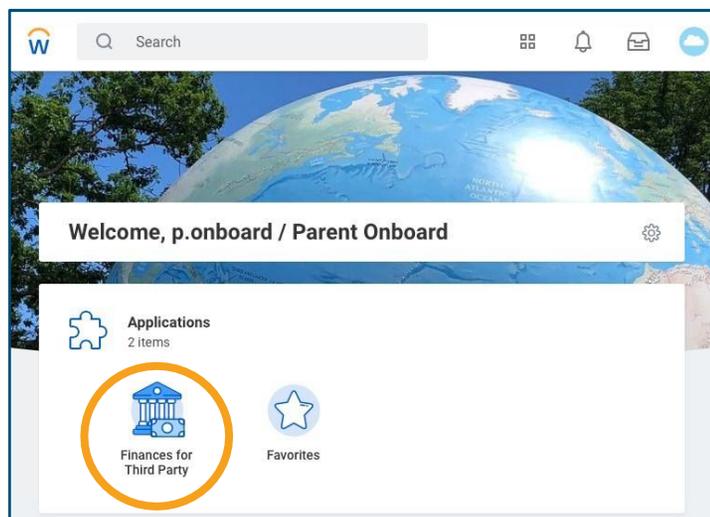


Managing your student's billing and financial aid information

Here's how to pay a bill and/or view your student's financial aid information in Workday.

STEP 1

Once you log into Workday, you'll click the icon for **Finances for Third Party**

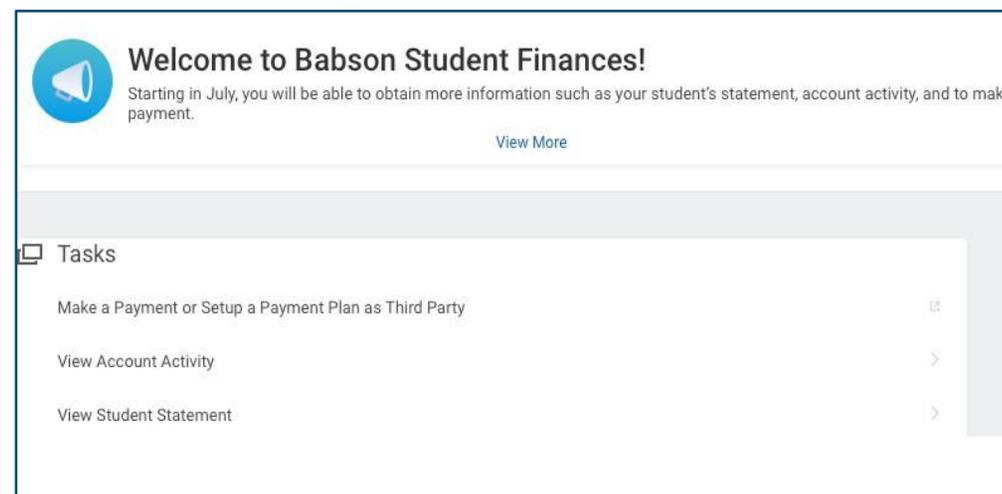


STEP 2

You will then see the following three task options:

- **Make a Payment or Setup a Payment Plan as Third Party**
- **View Account Activity**
- **View Student Statement**

Finances for Third Party



IMPORTANT: There will be approximately a 2 hour delay between when you login to Workday for the first time and when you are able to make a payment on behalf of your student's account.



STEP 3

When you select **Make a Payment or Setup a Payment Plan as Third Party**, you'll be directed to **NelNet/Campus Commerce**. If do not have an account, you'll be walked through the process to **Create Account**.

The screenshot shows the 'Create Account' page on the Babson website. The page includes the Babson logo and a navigation link 'Go To Old Create Account Page'. The 'Contact Info' section contains a welcome message and a form with the following fields: Prefix (dropdown menu with '-- None --'), First Name* (text input with 'Adam'), Middle Name (text input), Address (Country* dropdown with 'United States', Address Line 1* text input with placeholder 'Street Address, PO Box, Company Name, c/i', Address Line 2 text input with placeholder 'Apartment, Suite, Unit, Building, Floor, etc.', Add another address line checkbox, City* text input, State* dropdown with '-- Select --'), Zip* text input, and Time Zone* dropdown with 'Eastern Time').

STEP 4

If you have an account, you'll see the **Payment Activity** screen and will be given the options to **Make a Payment** or **Set up a Payment Plan**.

The screenshot shows the 'Payment Activity' screen on the Babson website. The page includes the Babson logo and a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. The main content area is titled 'Hello Parent' and features a 'Payment Activity' section with a dollar sign icon, the text 'Payment Activity', and a 'View Details' link. Below this, it shows 'John Onboard ID: 2000003', 'Current Balance \$7,700.00', and a 'Transaction Details' link. A 'Make a Payment' button is prominently displayed. Below the balance information, there is a table showing 'FALL 2021 Current Charges' and 'AMOUNT DUE \$7,700.00'. A 'Set up a Payment Plan' button is also visible. At the bottom, a note states: 'Balance may not include Nelnet fees that are owed by another party.'



STEP 5

From the **Task** list from STEP 4, if you choose **View Account Activity**, you'll be asked to verify your **Student** and **Institution**, then click OK. This will show you **Student Account Activity** and your **Total Account Balance**. You can also select the **Due Now Details** to see the amount currently owed, or **View Statement** to see the amount owed by **Academic Period** (semester).

View Account Activity as Third Party

Student *

Institution *

Student Account Activity

Student John Onboard

Institution Babson College

Total Account Balance 7,700.00

Due Now 7,700.00

Transaction Summary

Turn on the new tables view

1 item

Academic Period	Transaction Date	Due Date	Description	Amount
Fall 2021	03/15/2021	03/25/2021	Tuition Undergraduate Fall	7,700.00