

Step 1: Login to MyRecords

Go to myrecords.unmc.edu and enter your login information.

Step 2: MyRecords Portal Home Page

Click on the red 'Pay' button/link. Be sure your browser settings allow pop-ups from this website.

The screenshot shows the UNMC MyRecords portal home page. The header includes the UNMC logo, the text 'MyRecords', and a 'Student | Sign Out' link. A navigation menu contains links for Home, Academic Records, Admissions, Enrollment, Financial Aid, Student Accounts, Profile, and Other Resources. The main content area is divided into several sections: 'Message Center' with links for Holds, Messages (with a red notification icon), Notices Sent, and To Do List; 'Enrollment' for Spring 2024, showing a table with columns for Class, Description, and Credit Hours, with one entry for CAHP-400-99 (BIOCHEM HEALTH PROF) with 3 credit hours; 'Amount Due' showing a balance of \$1,357.75 with a red 'Pay' button and a 'Payment plan' link; 'Financial Aid' with a 'View My Financial Aid' link; and 'Change Of Status' with a note to complete a form.

Step 3: UNMC E-Payment System

A new window will open for the UNMC E-Payment System.

The screenshot shows the UNMC E-Payment System Overview page. The header includes the University of Nebraska Medical Center logo and the text 'Overview'. The main content area is divided into a left sidebar with links for My Account, Overview, Make a Payment, Transactions, Help, and Sign Out. The main content area shows a summary of the account, including the user's name (JM), the University of Nebraska - Medical Center TRAINING, and the balance of \$1,357.75. A table below the summary shows the following data:

Item	Amount
Spring 2024	\$1,357.75
Minimum due	\$1,357.75
Balance	\$1,357.75

Step 4: Select Send a Payer Invitation

If available, select 'Send a payer invitation' in the center of the Overview page. Otherwise, select your Profile page by clicking on 'My Account' in the left menu. Select 'Send a payer invitation' under the Payers section of your Profile Page.



Overview

Payer Invitation

Payer information

* **First name**

* **Last name**

* **Email address**

* **Confirm email address**

Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

Message to payer

Maximum 250 characters

Cancel

Send invitation

A screen will open at the right of your page. Students can also delete and manage Authorized Payers via this Payers section.

Step 5: Create Authorized Payor

Enter the name of your Authorized Payor, the email address the login information should be sent to, and a short message (optional). This message will be included in the welcome email your Authorized Payor will receive with their login information.

Click 'Send invitation'.

Step 5: Welcome Email Sent to Authorized Payor

The Authorized Payor will be emailed their login information as well as the link to the UNMC E-Payment system: <https://commerce.cashnet.com/UNMCPAY?LT=P>

Please Note: Authorized Payors *cannot* access the UNMC E-Payment System through MyRecords.