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.

Step 3: UNMC E-Payment System

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

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.
A screen will open at the right of your page. Students can also delete and manage Authorized Payors 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.