



For Third Party Users: Accessing and Paying Bills through Workday

Students can give others Third Party User (TPU) access to their financial information in Workday. Instructions regarding how to do this are [located here](#) or through a link in MyWellesley on the Student Self-Service tab. For security reasons, students must log in to MyWellesley in order to view these instructions. Third Party Users will receive login details via email. If you did not receive login details, verify with the student that they have given you Third Party User access and make sure that they entered your email address correctly. If you still cannot log in, please email workday@wellesley.edu or call (781) 283-4444.

Note that Third Party User access can only be granted for financial information. Once you have been granted Third Party User access, follow these instructions to view and pay the student's bills via Workday. If you have any questions about billing or financial aid, please contact Student Financial Services at sfs@wellesley.edu or (781) 283-2360.

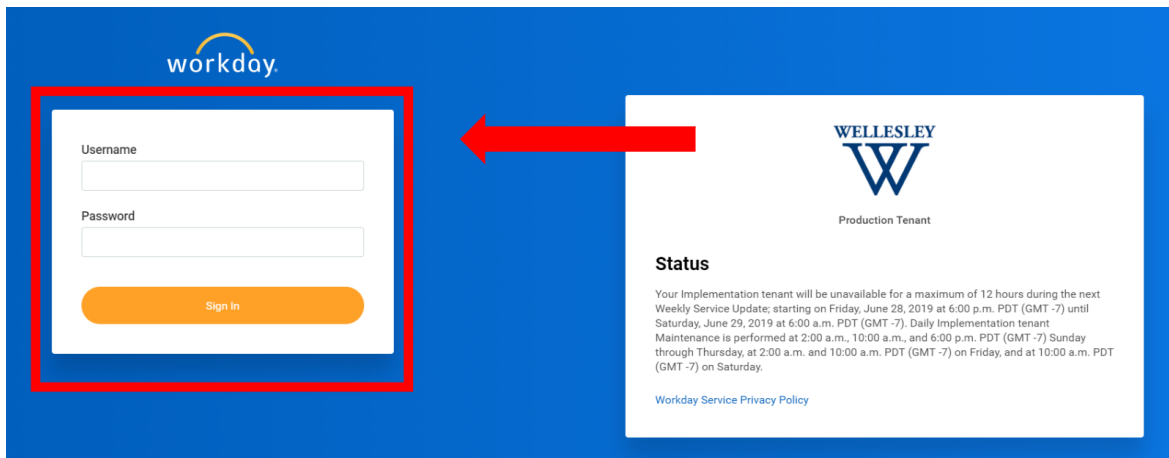
Please note that if you need to change your email address, your student must do so for you in their Workday account under Contact > Friends and Family.

Index:

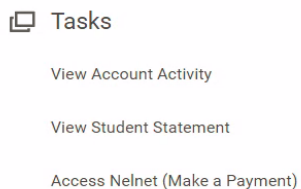
- [Viewing Student Account History](#)
- [Paying your Bill](#)
- [Printing Student Statements](#)

Viewing Student Account History

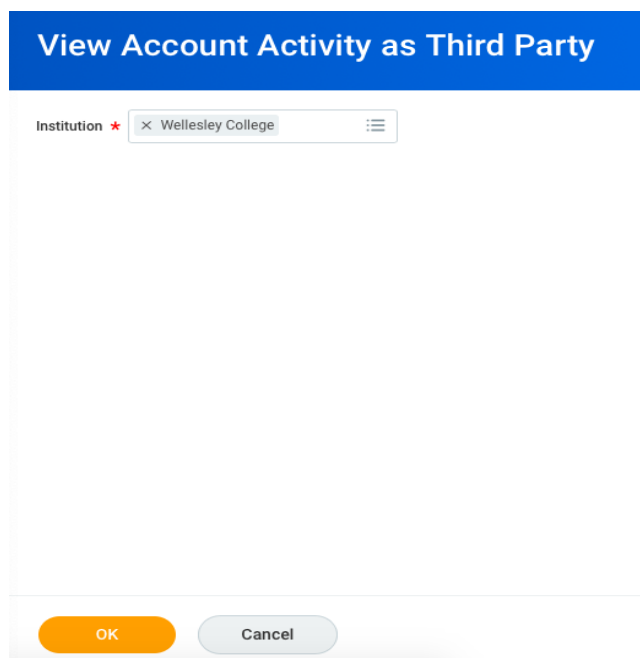
1. Using the link sent to your email when a student assigned you Third Party User access, log in via your username and password. (<https://www.myworkday.com/wellesley/login.flex?redirect=n>)



2. Click on “View All Apps.
3. Click on the ‘Finances for Third Party’ worklet on the left side of the page.
4. Select ‘View Account Activity’. Choose Wellesley College as Institution.



5. Click OK.



6. The account activity will appear showing the billing details, and you can scroll to see how much you are billed for housing, meals, etc. The total account balance is listed, as is the amount Due Now. Due Now is

the amount you currently owe. This is the sum of your past due charges and current due charges, minus any pending financial aid and anticipated payments from payment plans, as well as payments toward your account that we're still processing.

Student Wellesley, Wendy

Total Account Balance 36,260.00

Due Now 36,260.00

Transactions Due Now Details

12 items

Academic Period	Transaction Date	Due Date	Description	Amount
2019 Fall (09/03/2019-12/20/2019)	07/08/2019		Health Insurance Adjustment	(2,689.00)
2019 Fall (09/03/2019-12/20/2019)	07/02/2019	07/26/2019	Meals - On Campus	4,000.00
2019 Fall (09/03/2019-12/20/2019)	07/02/2019	07/26/2019	Housing - On Campus	4,234.00
2019 Fall (09/03/2019-12/20/2019)	07/02/2019	07/01/2019	Health Insurance	2,689.00
2019 Fall (09/03/2019-12/20/2019)	07/02/2019	07/26/2019	Student Activities Fee	162.00
2019 Fall (09/03/2019-12/20/2019)	07/02/2019	07/26/2019	Tuition - Undergraduate	27,864.00
2019 Spring (01/28/2019-05/31/2019)	02/27/2019		Student Activities Fee Adjustment	(162.00)
2019 Spring (01/28/2019-05/31/2019)	02/27/2019		Meals - On Campus Adjustment	(4,000.00)
2019 Spring (01/28/2019-05/31/2019)	02/27/2019		Housing - On Campus Adjustment	(4,234.00)
2019 Spring (01/28/2019-05/31/2019)	02/23/2019	03/25/2019	Housing - On Campus	4,234.00
2019 Spring (01/28/2019-05/31/2019)	02/23/2019	03/25/2019	Meals - On Campus	4,000.00
2019 Spring (01/28/2019-05/31/2019)	02/23/2019	03/25/2019	Student Activities Fee	162.00

Paying your Bill

To pay from a US bank account, please follow the instructions below. To pay from a non-US bank account, please use Flywire. Go to <https://www.flywire.com/how-it-works/>, read through the instructions, then click on 'Make A Payment' on the right hand side of the screen to begin.

1. Using the link sent to your email when a student assigned you as a Third Party User, log in to Workday via your username and password you set up. (<https://www.myworkday.com/wellesley/login.flex?redirect=n>)
2. Click on 'View All Apps'.
3. Click on the 'Finances for Third Party' worklet on the left side of the page.
4. Click on 'Access Nelnet (Make a Payment)' to access the payment website.

Tasks

[View Account Activity](#)

[View Student Statement](#)

[Access Nelnet \(Make a Payment\)](#)

5. First you will create a Nelnet account. Enter all the required information for your contact information, Address, Email, and Phone Numbers. If you already have an account, please proceed to step 8.

Address

Country*	United States
Address Line 1*	45 Example Street
Address Line 2	Apartment, Suite, Unit, Building, Floor, etc.
Add another address line	
City*	Example City
State*	Massachusetts
Zip*	02481
Time Zone*	Eastern Time

E-mail

E-mail 1*	wwendy@wellesley.edu
Add another e-mail address	
All correspondence will be sent via e-mail only. Correspondence will be sent to all e-mails provided.	

Phone Numbers

At least one phone number is required.

Daytime Phone	US	(222) 222-2222	Ext.
Evening Phone	US		Ext.
Mobile Phone	US		

6. Click Submit.

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Submit' below, you agree to such contact related to your account.



7. Choose a four digit number for authentication and 'Submit.' (Please keep track of this number in case you need to use it if Nelnet needs to contact you by phone or vice versa.)

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*		
Telephone ID Question 1*	-- Select --	
Question 1 Answer*		
Telephone ID Question 2*	-- Select --	
Question 2 Answer*		



8. Fill in the security question fields for further authentication. (Write down the pin and the answers somewhere safe).

Create Account

[Go To Old Create Account Page](#)

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*	
Telephone ID Question 1*	-- Select -- What is the last name of your third grade teacher? What is the first name of your favorite aunt? What was your high school mascot? What was your favorite book as a child? What is the last name of your closest childhood friend? What was your childhood nickname?
Question 1 Answer*	
Telephone ID Question 2*	-- Select -- What is the last name of your third grade teacher? What is the first name of your favorite aunt? What was your high school mascot? What was your favorite book as a child? What is the last name of your closest childhood friend? What was your childhood nickname?
Question 2 Answer*	

Submit

Back

Your account page will now be opened for access.

9. Click on 'Make a Payment'. NOTE: The instructions that follow are for making a one-time payment.

\$

Payment Activity

[View Details](#)

Current Balance

\$38,949.00

[Transaction Details](#)

Make a Payment

FALL 2019
Current Charges

AMOUNT DUE
\$38,949.00

Set up a Payment Plan

10. Put the amount you are planning to pay in the 'Payment Amount' box. It will not allow for a \$0 payment. You can pay either the entire balance, or simply a portion as per this example. Some families choose to pay part of the balance immediately, then set up a payment plan to cover the rest.

Make A Payment

1 Select A Payment

2 Payment Method

3 Receipt

Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
☒ Student Account Balance ● Fall 2019	38,949.00	\$ 500.00

● \$38,949.00 Eligible for Payment Plan

[Set up a Payment Plan](#)

PAYMENT AMOUNT \$500.00

[Cancel](#)

Next - Payment Method

11. Click on 'Next - Payment Method'

Make A Payment

1 Select A Payment

2 Payment Method

3 Receipt

Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
☒ Student Account Balance ● Fall 2019	38,949.00	\$ 500.00

● \$38,949.00 Eligible for Payment Plan

[Set up a Payment Plan](#)

PAYMENT AMOUNT \$500.00

[Cancel](#)

Next - Payment Method

12. Choose a payment method by clicking on the circle next to it.

Payment Method

- ☐ Bank Account
- ☐ Credit / Debit Card

Total Amount

Institution Amount

\$500.00

Total **\$500.00**

[Cancel](#)

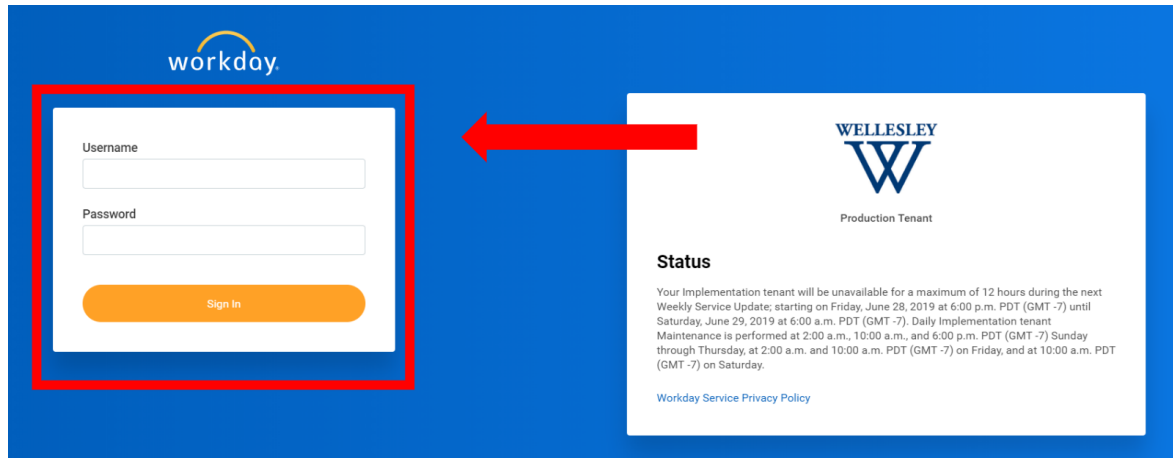
13. Next, you will be asked to provide your credit card and bank information to complete the payment. Note that there is a processing fee if you use a credit or debit card. Checkings and savings accounts are free.

*If at any moment you would like to cancel the process, simply close the browser tab you are working in or use the 'Cancel' button and everything will be reset.

Printing Student Statements

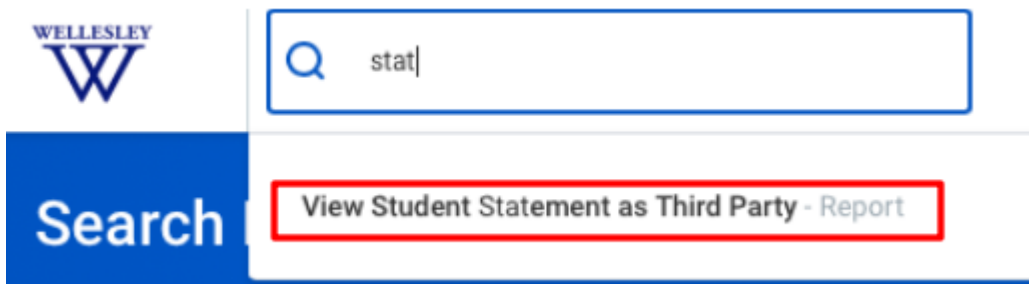
As a Third Party User, you will be able to print billing statements from Workday for your record keeping.

1. Log into Workday using your username and password.



The image shows the Workday login interface. On the left, there is a white box with a red border containing the login fields: "Username", "Password", and a "Sign In" button. A red arrow points from the right side of the screen towards this box. On the right, there is a white box with the Wellesley logo and a "Status" section containing text about system maintenance. The background is blue with the Workday logo at the top left.

2. Using the search bar, type in Statements. An option will appear for viewing your student's statements. Click on the option.



The image shows a search bar with the text "stat" entered. Below the search bar, a dropdown menu is visible with the option "View Student Statement as Third Party - Report" highlighted with a red box. The background is blue with the Wellesley logo and a "Search" button.

3. Select the academic period for which you'd like to view a statement. The student's name and institution will be autofilled.



The image shows a form titled "View Student Statement as Third Party". It has three fields: "Student" with the value "xWellesley, Wendy", "Institution" with the value "x Wellesley College", and "Academic Period" with a dropdown menu. The "Academic Period" dropdown is highlighted with a red box and shows two options: "2019 Fall (09/03/2019-12/20/2019)" and "2019 Spring (01/28/2019-05/31/2019)". At the bottom, there are "OK" and "Cancel" buttons.

4. Click OK

View Student Statement as Third Party

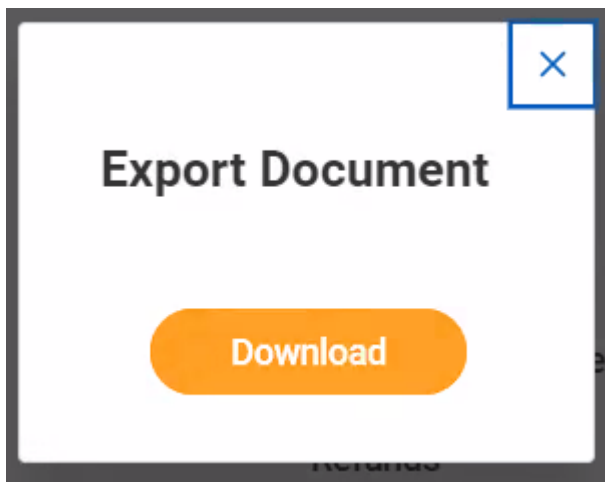
Student * X Moberg, Rachel

Institution * X Wellesley College

Academic Period *

OK Cancel

5. Your student's statement will appear. To download, click on the PDF Icon and download the document.
6. Click on Download.



7. Your statement will be automatically downloaded to your computer as a PDF so you can print it.