

How to set up a Parent or other Authorized User to make payments ONLINE to your account

1. Student logs on to NewCleis
2. Student clicks on *View and Pay my Bill*
And will be brought to this screen:

New College
THE HONORS COLLEGE of Florida

your account view bills make payment basket help sign out Search

Student Account Online

Fee Payment Deadline for Spring 2019 is FEBRUARY 8, 2019 !

To pay your Enrollment Deposit, click on "make payment" in the dark blue bar above or the "Click here to make a payment" in the Your Account box, below.

Your Account	
Previous Term Balance	\$.00
Current Term Charges & Payments	\$17,390.54
Current Term Pending Aid Credits	\$.00
Total Amount Due	\$17,390.54
Click here to make a payment	
Click here to see transaction history	

Your Bills
No recent bills for your account.

Saved Accounts
You have no saved payment methods.

Your Recent Online Payments
View All
You have no recent payments.

Text Alerts Setup
Text Alerts Setup

Additional User/Parent Username
Add New
You currently have no Parent Usernames set up.

(webce-b05f)

3. Click on *Add New* in the Additional User/Parent Username section
4. Complete the following information for the person you wish to set up.
Yes! You may set up more than one person
Yes! You may authorize them to be able to receive text and email alerts.

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Additional User/Parent Username Information

Parent Username *

First Name *

Last Name *

Email Address *

Confirm Email Address *

Relationship to Student *

Phone Number

Address Line 1

Address Line 2

City

State

Zip

Add a note to the welcome email (optional)

Should this person...

be allowed to log in? Yes No

have permission to access electronic bills and if so, also receive electronic bill email notifications?

be allowed to receive SMS (text message) notifications? Yes No

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

The **Parent Username** will be the login user ID for the person you are setting up. **You assign/create the Parent Username.**

Enter the Parent's (or authorized user) information including their email address. Fields with * are mandatory.

Add a personal note to the welcome email that will be sent to the person above.

CHOOSE YES so that this person may log in to this online payment system and make payments to your account.

CHOOSE ACCESS & RECEIVE EMAILS so that this person will have access to electronic bills and receive electronic bill information

CHOOSE YES so that this person may receive text notifications. Parent will set up details once they log in.