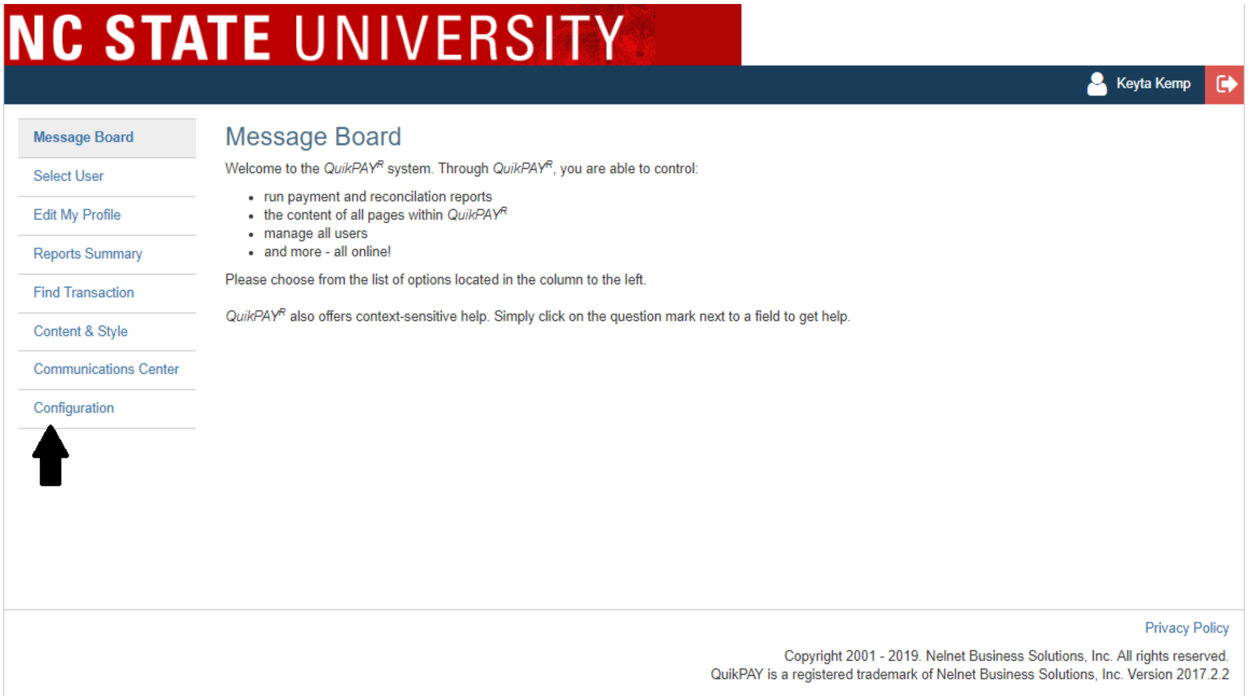
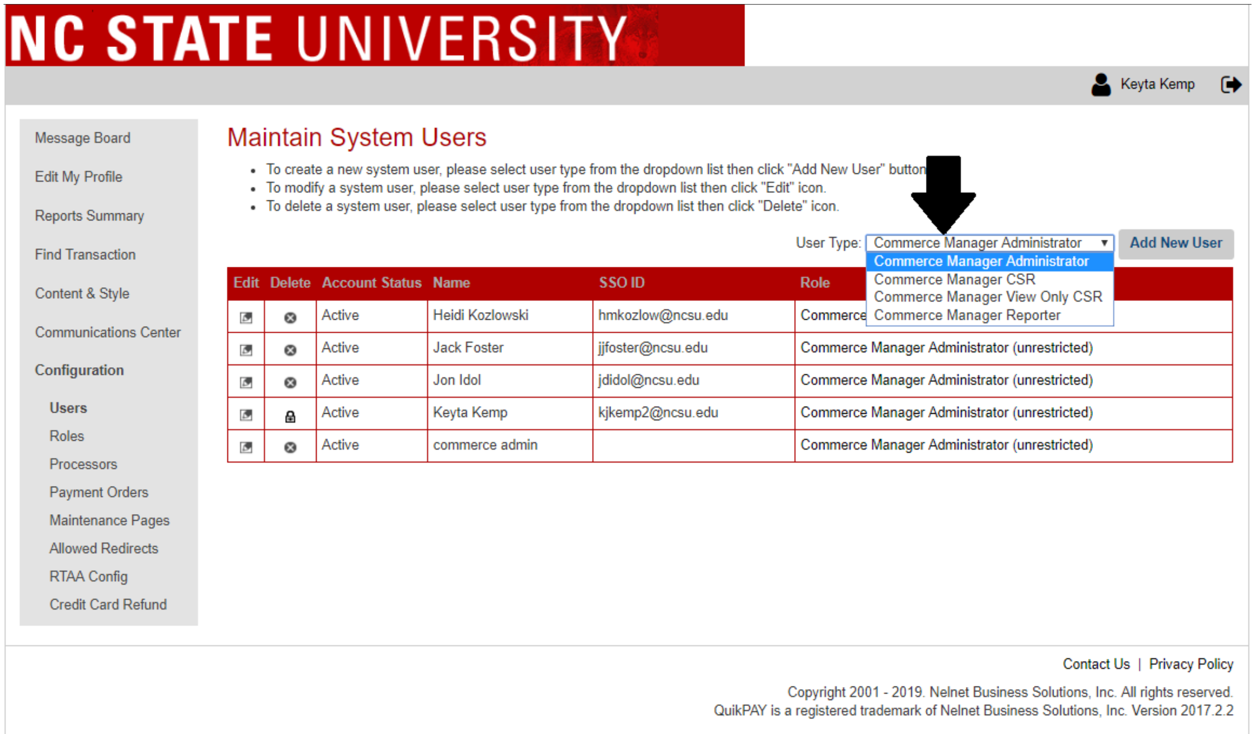
How to add a user to Nelnet (QuikPay)

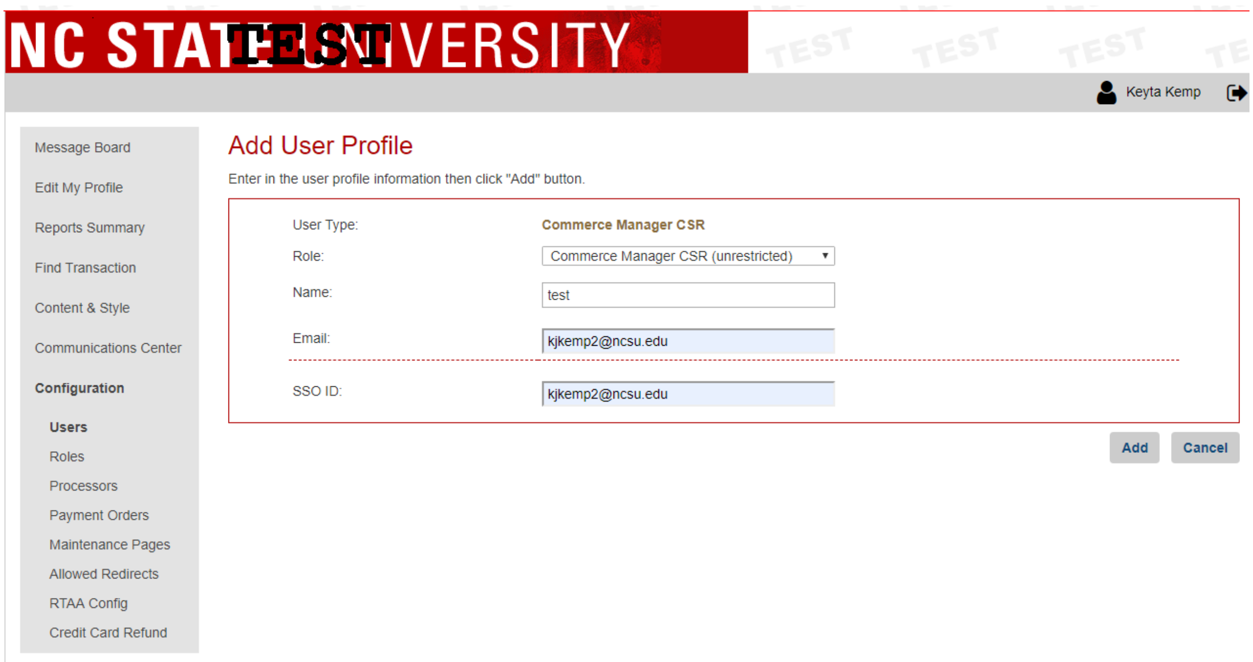
1. One you are logged into the system, you see see the following screen.



2. Click on “Configuration”, then “Users”.
3. If you are logged into QuikPay Commerce manager there are only two option for creating new IDs “Commerce Manager CSR” or “Commerce Manger Reporter” IDs, select which one the user will be and click on the “Add New User” button.
4. If you are adding a Classic order user ID there are multiple option the user should be able to tell you which order type they need role access to.



5. Once on the “Add User Profile” screen select type of user from the drop-down box and enter in the user name, email address, SSO ID(enter in email address).



6. Then click on the “Add” button. The system will automatically send the user an email with their login credential.