



July 6, 2016

Dear CUBM Student,

The summer is a time of relaxation and fun, but it is also a time to prepare for the fall semester.

Early this summer information was mailed to you about the new billing system called "Nelnet." From now on, each student will receive an email when the "eBill" is ready for viewing. No paper bills will be issued for the tuition and fees that you owe after July 1, 2016.

The main reason for implementing Nelnet Business Solutions is that it will enhance the services that the college Business Office provides to students. The best feature of Nelnet for students will be the ability to see everything related to a student's account on one simple-to-understand webpage. You will be able to view your present balance, eBills that have been generated, and account activity. You will also be able to make an electronic payment, enroll in a payment plan and monitor the status of refunds that you can now have transferred to your bank account electronically.

You must enroll in the Nelnet system by July 20, 2016.

If you are having problems enrolling in the Nelnet System, please attend one session at CUBM. Bring your my.geneva.edu login information with you and then report to the computer lab at any of the times below:

Monday, July 11	Computer Lab	4:00 – 6:00 P.M.
Tuesday, July 12	Computer Lab	4:00 – 6:00 P.M.
Thursday, July 14	Computer Lab	4:00 – 6:00 P.M.

How do I access my Nelnet Account for the first time?

Answer: The steps for creating a student Nelnet account are:

- Log on to your myGeneva account
- Click on Student Information tab
- Click on Student Account/Nelnet
- Click on "Go to My Nelnet Account"
- Arrive at the Create Account Page. The contact information used to set-up the Nelnet account will automatically populate on this page. Verify that everything is correct. Other than providing additional email addresses, do not make any demographic changes in Nelnet. This information does not get transferred back to the student information system at Geneva. If you need to change any demographic information, log into my.geneva.edu and click on "Personal Info" next to your login name at the top right corner of the screen. Click on the "Biographical Info" tab and then click on the pencil which allows you to edit the biographical information in the student information system at the college. (You may add additional emails to this page, but you must keep your Geneva email as the primary email account.)
- Click "Next"
- In order for Nelnet to verify your identity during a phone conversation, you will need to create two security questions and answers.
- Click "Submit"
- This will take you to your "Landing Page" or "Home Page" in Nelnet. Arrive at "Home Page" in Nelnet.
- You have now completed setting up a Nelnet account.

If you have any questions, they will be answered at one of the sessions listed above.

Sincerely,



Karla Threadgill Byrd
Executive Director