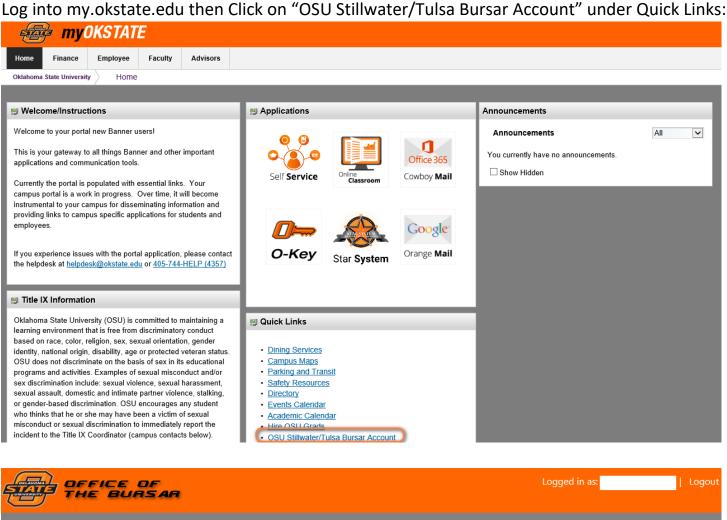
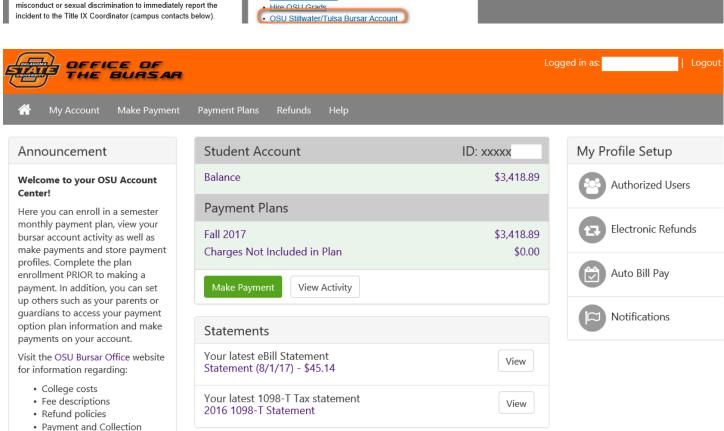
#### **OSU Bursar Online Information**

policies

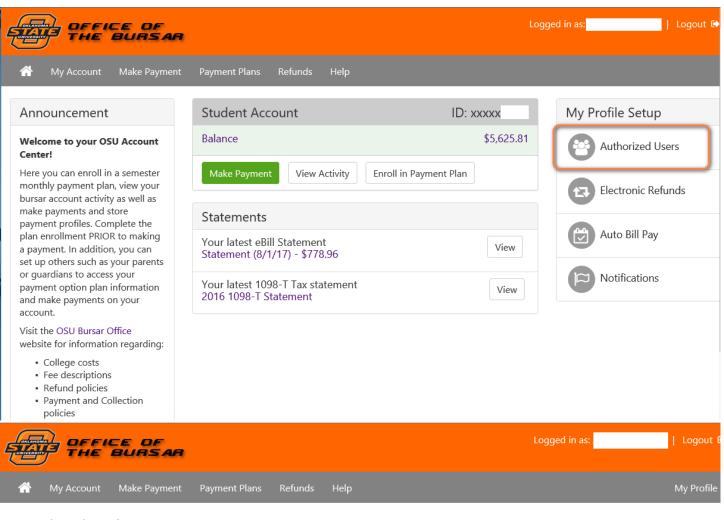
Set up direct deposit eRefunds, authorize user(s), view/set up a semester payment plan, obtain 1098T statements, view account activity, view monthly billing statements, make payments.





<u>To add an Authorized user:</u> Click the Authorized User Tab, enter a parent/guardian's email address and click YES to all questions. \*\*Please note you can add more than one authorized user.

Your new authorized user receives two emails; the 1st e-mail acknowledges they were added as an authorized user; the 2nd e-mail includes a temporary password.

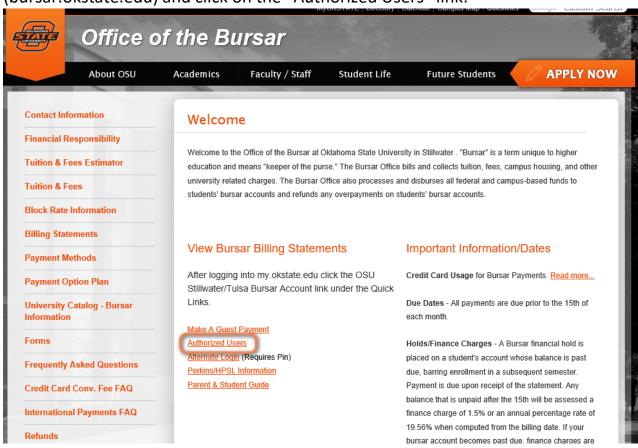


## **Authorized Users**

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User	
E-mail address of the authorized user:	
Would you like to allow this person to view your billing statement and account activity?	● Yes ○ No
Would you like to allow this person to view your 1098-T tax statement?	● Yes ○ No
Would you like to allow this person to view your payment history and account activity?	● Yes ○ No
Continue	

Once your authorized user has received both emails, they go to the bursar website (bursar.okstate.edu) and click on the "Authorized Users" link:

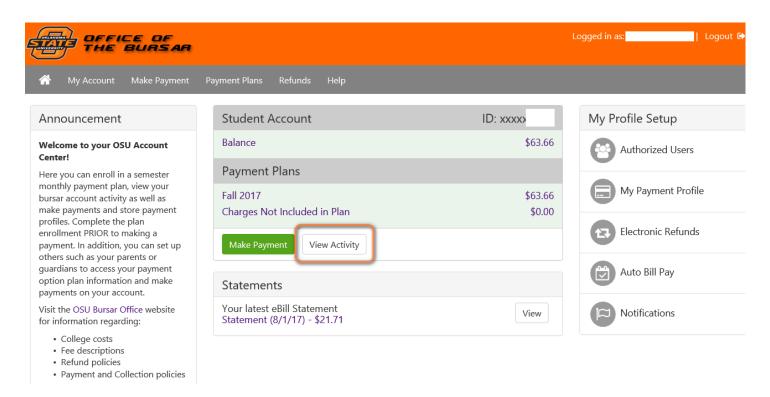


Your authorized user uses their e-mail address and password to login. \*\* The first time logging in using the temporary password, it prompts them to change to a password of their choice. Once logged in, your authorized user is able to set up and view a payment plan, view 1098 statements, make payments, view account activity, and view billing statements.



Alternate Login	Welcome
*Indicates required information  *Banner ID:  *PIN:  Login	Welcome to Oklahoma State University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account Students and staff may log in using their Banner ID and PIN. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to bursar@okstate.edu.
	Charles Assessed Colta Factoria
Authorized Users	Student Account Suite Features
Login for parents or others who have been granted access.  *Email:  *Password:  Login	Student Account Center Check your balance. Make a payment towards your balance. View your payment history. Store your payment methods for quick and easy payment. As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.  E-Billing View and print your billing statement.
Forgot your password? Have a temporary password emailed to you.	<ul> <li>• View and print your billing statement.</li> <li>• Set up your bills to be paid automatically.</li> <li>Payment Plan Management</li> <li>• Enroll in a payment plan so you can pay your balance in installments.</li> <li>• View your current payment plan status.</li> </ul>

### **View Account Activity:**



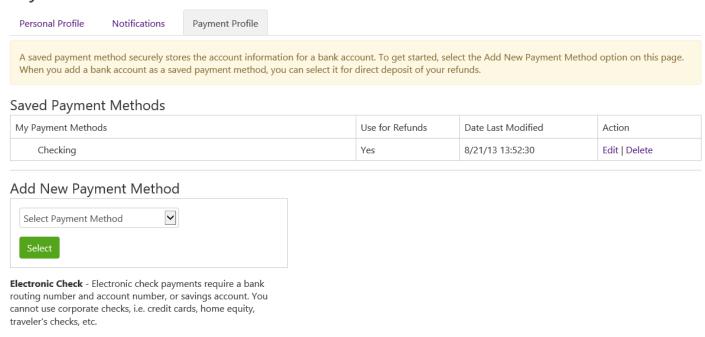
Click on "Select a term" to see activity from a selected term or all.



### **Saved Payment Methods**

Click on "My Payment Profile" to set up a saved payment method on the account for future payments:

# My Profile



### **Text Messages**

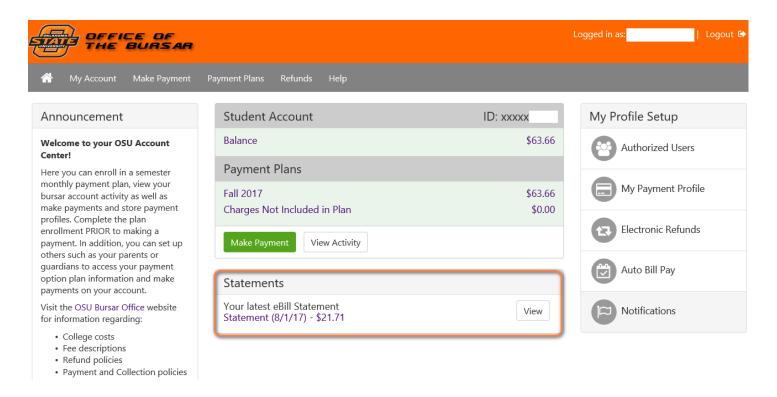
Click on "Notifications" to receive communication via text message:

# My Profile

Personal Profile	Notifications	Payment Profile		
If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.  To get optional text messages about selected account events (such as new bills or upcoming payments), enter your mobile phone number and carrier. Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.  Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.				
Email address			@OKSTATE.EDU	
Secondary email addre	ess:			
Opt into receiving text	messages		● Yes ○ No	
Mobile phone: (555-55	55-5555)			
Select your mobile car	rier		AT&T 🔽	
Save Changes				

### **Monthly Billing Statements**

To view a monthly billing statement, click on the statement date to view:



#### Select the billing statement to view:

