OSU Bursar Online Information

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.

Log into my.okstate.edu then Click on “OSU Stillwater/Tulsa Bursar Account” under Quick Links:
To add an Authorized user: 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.
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.
View Account Activity:

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

Current Activity
Select a term: Fall 2017 $41.95  
Make a Payment

Account Activity
Click a column header to sort the entries.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Food/Meal Plans</td>
<td></td>
<td></td>
<td>$41.95</td>
</tr>
</tbody>
</table>

Term Balance: $41.95
Saved Payment Methods

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

My Profile

Saved Payment Methods

<table>
<thead>
<tr>
<th>My Payment Methods</th>
<th>Use for Refunds</th>
<th>Date Last Modified</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking</td>
<td>Yes</td>
<td>8/21/13 13:52:30</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Add New Payment Method

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Text Messages

Click on “Notifications” to receive communication via text message:

My Profile

Email address

Secondary email address:

Opt into receiving text messages

Mobile phone: (555-555-5555)

Select your mobile carrier

Save Changes
Monthly Billing Statements

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

Select the billing statement to view:

Statements

Please make sure your browser’s pop-up blocker is disabled before you view a statement.

Select the statement to view: 08/01/2017 View

Most Recent Billing Statement

Current balance includes activity since your last statement, including recent payments and new charges.

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Statement Date</th>
<th>Statement Amount</th>
<th>Current Balance</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Account Statement -- Payment Due On 8/15/17</td>
<td>8/1/17</td>
<td>$21.71</td>
<td>$63.66</td>
<td>View</td>
</tr>
</tbody>
</table>

Account Activity Since Last Statement

Click a column header to sort the entries.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Food/Meal Plans</td>
<td></td>
<td></td>
<td>$41.95</td>
</tr>
</tbody>
</table>

Total: $41.95

View All Activity