Students must login to my.okstate.edu to set up their authorized user, view/set up a payment plan, or view a billing statement. Once logged in to my.okstate.edu click on OSU Stillwater/Tulsa Bursar Account link in the “Quick Links”:

You will be directed to a site where students can view their billing statements, account activity, set up direct deposit, enroll in a payment plan, add authorized users, and make payments.
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 will receive two emails; the first will be an e-mail acknowledging they were added as an authorized user; the second e-mail will include a temporary password.
Once your authorized user has received both emails, go to the bursar website and click on the authorized user link:
Your authorized user will use their e-mail address and password to login. ** The first time logging in using the temporary password, it will prompt them to change to a password of their choice. Once logged in your authorized user will be able to set up and view a payment plan, make payments, view account activity, and view billing statements.

To set up payments plan: Click the “Payment Plans” tab at the top, click enroll now and select the current term (fall or spring) (Important – Do not make your Installment payment until after the set up process or as a down payment – as it will require you to make another payment):
Click Continue to go to next screen.
Click “Display Payment Schedule” to continue.

**To set up automatic monthly payments to be drafted from your bank account select “Yes” and continue. Select “No” to make single payments monthly.**

Click Continue.
Please read the following agreement carefully before you continue.

<table>
<thead>
<tr>
<th>Annual Percentage Rate</th>
<th>The cost of your credit as a yearly rate.</th>
<th>0.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Charge</td>
<td>The dollar amount the credit will cost you, including all fees.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Amount Financed</td>
<td>The amount of credit provided to you or on your behalf.</td>
<td>$4,860.60</td>
</tr>
<tr>
<td>Total of Payments</td>
<td>The amount you will have paid after you have made all payments as scheduled.</td>
<td>$4,886.60</td>
</tr>
</tbody>
</table>

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, ____________________________, hereby agree to pay the balance deferred as stated in this agreement in 5 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of $25.00. I also understand that failure to meet the terms of this agreement may entitle Oklahoma State University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of $977.12 due on 8/25/16.
Installment 2 in the amount of $977.12 due on 9/15/16.
Installment 3 in the amount of $977.12 due on 10/15/16.
Installment 4 in the amount of $977.12 due on 11/15/16.
Installment 5 in the amount of $977.12 due on 12/15/16.

This agreement is dated Tuesday, August 16, 2016.

For fraud detection purposes, your internet address has been logged:
139.78.191.206 at 8/16/16 1:48:13 PM CDT

ANY FALSE INFORMATION ENTERED HERE CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact bursar@okstate.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☐ I Agree


You must click “I Agree” and “Continue” to complete the set up.
You should see your enrollment in the Payment Plan was successful before logging out:

**Automatic Payments** – to edit/delete previously scheduled payments click on the Payments Tab, click on Edit/Delete to edit or delete the automated payment:
One Time Payments: the authorized user or student can make a one-time payment by clicking “Pay” under the action for each installment.

To schedule payments for the payment plan after set-up:
To view Account Activity:

Account Activity

View transactions by term: All  Select

Estimated Financial Aid

Currently you do not have pending financial aid for the selected term.

Account Activity

To sort, click on the desired column header.

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan Enrollment</td>
<td>0050</td>
<td>28-JUN-2016</td>
<td>$25.00</td>
</tr>
<tr>
<td>Brighter Orange Scholarship</td>
<td>0001</td>
<td>14-JUN-2016</td>
<td>-$500.00</td>
</tr>
<tr>
<td>Conversion Dining</td>
<td>XUDS</td>
<td>01-MAY-2016</td>
<td>$111.35</td>
</tr>
<tr>
<td>Conversion Payments</td>
<td>XPMT</td>
<td>01-MAY-2016</td>
<td>-$260.95</td>
</tr>
<tr>
<td>Conversion Misc General Univ</td>
<td>XMGU</td>
<td>01-MAY-2016</td>
<td>$170.88</td>
</tr>
<tr>
<td>Conversion Misc Charges</td>
<td>XAUDX</td>
<td>01-MAY-2016</td>
<td>$4.42</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td></td>
<td></td>
<td>$10,450.00</td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td></td>
<td>-$8,500.30</td>
</tr>
</tbody>
</table>

Term Balance: $3,500.20

Term Balance Including Estimated Aid: $7,000.40

Make a Payment
Payment Information may be saved on the account for future payments:

To receive communication via text message: