

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.

Authorized users login via the bursar website (Bursar.okstate.edu). Students log into my.okstate.edu then Click on “OSU Stillwater/Tulsa Bursar Account” under Quick Links:

The screenshot shows the myOKSTATE portal interface. At the top is an orange header with the myOKSTATE logo. Below the header is a navigation bar with tabs for Home, Finance, Employee, Faculty, and Advisors. The main content area is divided into several sections:

- Welcome/Instructions:** A section with text explaining the portal's purpose and providing contact information for the helpdesk at helpdesk@okstate.edu or [405-744-HELP \(4357\)](tel:405-744-HELP).
- Applications:** A section containing icons for Self Service, Online Classroom, Cowboy Mail, O-Key, Star System, and Orange Mail.
- Announcements:** A section with a dropdown menu set to "All" and a message stating "You currently have no announcements." with a "Show Hidden" checkbox.
- Title IX Information:** A section providing information about OSU's commitment to a non-discriminatory learning environment.
- Quick Links:** A section with a list of links, including Dining Services, Campus Maps, Parking and Transit, Safety Resources, Directory, Events Calendar, Academic Calendar, Hire OSU Grads, and OSU Stillwater/Tulsa Bursar Account (which is highlighted with a red circle).

Semester Based Payment Plan

Click the “Enroll in Payment Plan” button under the balance owed

Select the current term (Fall or Spring)

The screenshot shows the OSU My Account dashboard. At the top left is the OSU logo. The top right shows the user is logged in. A navigation bar includes links for My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is divided into three columns. The left column contains an announcement about enrolling in a semester payment plan. The middle column features a yellow tip about payment profiles, an orange box asking to select a payment option, a student account summary with a balance of \$6,380.68, and a section for statements with a latest eBill of \$28.44. The 'Enroll in Payment Plan' button is highlighted with a red box. The right column lists profile setup options like Authorized Users, Personal Profile, and Security Settings.

Payment Plan Enrollment

This screenshot shows the 'Payment Plan Enrollment' process. It features three steps: Select, Schedule, and Agreement. The 'Select' step is highlighted with a red box. Below the steps is a dropdown menu for 'Select Term' with 'Spring 2020' selected and a 'Select' button next to it.

Click Select to continue to the next screen.

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.

This screenshot shows the 'Payment Plan Enrollment' process with a table of available plans. The 'Select' step is highlighted. Below the steps is a dropdown menu for 'Select Term' with 'Spring 2020' selected and a 'Select' button next to it. The table below has columns for Plan Name, Setup Fee, Required Down Payment, Installments, and Action. The 'Installments' column is highlighted with a red box, and the 'Select' button in the Action column is highlighted with a green box.

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Spring 2020 - Required Payment 5	\$25.00	20%	4	Details Select

Important - the Installments will state 4 or 3 depending on when you enroll into the payment plan. This is because you will be paying the first installment at this time.

This page shows the breakdown of the monthly installments; again, please note the down payment is the first installment that is due now.

**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 to enroll into the plan.

My Account Make Payment Payment Plans Deposits Refunds Help

Payment Plan Enrollment

Select Schedule Agreement

Spring 2020 - Required Payment 5

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Previous balance	1,087.84	
Payment plan setup fee	25.00	
Balance: 1,112.84		
Required down payment	222.57	
Additional down payment	0.00	

Payment Schedule		
Description	Due Date	Amount(\$)
Down payment	Due now	222.57
Installment 1	2/15/20	222.57
Installment 2	3/15/20	222.57
Installment 3	4/15/20	222.57
Installment 4	5/15/20	222.56
Total of installments: 890.27		
Total due now: 222.57		

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel **Continue**

Please choose your form of payment for the first installment.

My Account Make Payment Payment Plans Deposits Refunds Help

Payment Plan Enrollment

Select Schedule Payment Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount \$222.57
Method

Back Cancel **Continue**

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking or savings account.

The next page will promote you to enter your payment information or you can choose a saved payment method already on file. Once the payment is processed the account is official enrolled into the payment plan.

My Account Make Payment Payment Plans Deposits Refunds Help

Payment Plan Enrollment

Select Schedule Payment Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount \$1,805.72
Method

*Credit card payments are handled through PayPath®, a tuition payment service.

Account Information
*Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

Option to Save

Save this payment method for future use

Save payment method as: (example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to [Security Settings](#) in My Profile to enroll.

Back Cancel **Continue**

The remaining monthly installments are reflected on the student's Bursar home screen.

[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

Announcement

Welcome to your OSU Account Center!

Here you can enroll in a semester monthly payment plan, view your bursar account activity, billing statements, 1098-T form, as well as make payments and store payment profiles. Complete the plan enrollment PRIOR to making a payment. In addition, you can set up others such as your parents or guardians to access your payment option plan information and make payments on your account.

Visit the OSU Bursar Office website for information regarding:

- College costs
- Fee descriptions
- Refund policies
- Financial Responsibility Contract
- Payment and Collection policies

Please select payment option

Student Account	ID: xxxxx8781
Balance	\$14,589.76
<input type="button" value="View Activity"/>	

Payment Plans

Spring 2020 - Required Payment 5 \$14,589.76

Description	Due Date	Amount	Action
Installment 1 of 4	2/15/20	\$3,647.44	<input type="button" value="⚙"/>
Installment 2 of 4	3/15/20	\$3,647.44	<input type="button" value="⚙"/>
Installment 3 of 4	4/15/20	\$3,647.44	<input type="button" value="⚙"/>
Installment 4 of 4	5/15/20	\$3,647.44	<input type="button" value="⚙"/>
Balance Not Included in Plan		\$0.00	

My Profile Setup

- Authorized Users
- Personal Profile
- Security Settings
- Consents and Agreements
- Electronic Refunds
- Auto Bill Pay