Scheduled Automated Bill Payment Step-By Step Guide:

Log in with O-Key: https://prodhosu.okstate.edu/bursar.aspx. If account holder has an O-Key login use O-Key email address and password. If not, use Alternative Login (CWID and PIN). Contact the Bursar Office for PIN.

Scheduled payments occur at bill statement load time for each automatic payment. If you want to participate in scheduled payments, you must sign up for your scheduled payments before a billing statement generates (prior to the 1st of each month). The user can change the payment date, payment method, or amount to pay, or can delete the automatic payment. Automated scheduled bill payments information must be completed prior to the May 1st billing date to ensure there will be no interruption in your automated payment cycle.

**Step 1:** There must be a payment profile stored- click “My Profiles”:
Click “Add New Payment Method”:

Profile Settings

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the “Authorized Users” tab.

CWD:
Full name:
E-mail address: [removed]
Alternate e-mail address:

Save e-mail address:

Save Changes

Communication

Paperless Options

Saved Payment Methods

Add New Payment Method

Add New Payment Method

Electronic Check (checking/savings) ▼

Select

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler’s checks, etc.

Account Information

*Indicates required fields

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler’s checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type: [Select account type]

*Routing number: [View example]

*Account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

*State/Province: [Select State/Province]

Postal code:

Refund Options

Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

*Save payment method as: [Primary Checking]

Continue Cancel
Step 2: Setup Automatic Payment - Click “Payments”:

Profile Settings

Your new ACH payment method has been saved.

Personal Profile

You may update your personal profile and preferences here. If you choose to enter a secondary e-mail address (in addition to your school-assigned address), e-mails generated by this system will be sent to both addresses. You will receive a notification when a new billing statement is posted to your account. If you wish to provide a parent or guardian access to your account information, or allow them to enroll in a payment plan, please click the “Authorized Users” tab.

CWD:
Full name: [redacted]
E-mail address: [redacted]
Alternate e-mail address: [redacted]

Save Changes

Communication

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**IMPORTANT**: If new charges are added to your bursar account, and the balance due on the billing statement is greater than the authorized payment amount, it will **NOT** take the scheduled payment, so you may want to set a greater maximum amount; otherwise a payment must be made online or mailed for the month.

- If the set up automatic bill payment maximum is more than the billing statement amount due, the automatic scheduled payment will be the lessor amount.
- If there is nothing due at the time of billing, NO automatic scheduled payment is created.
Clicking “Edit”: Change amounts and timing of payment.

**Automatic Bill Payment**

With automatic bill payment, a payment is created for you when a new bill is issued. You will see the payment on the Payments tab. The payment date is always the bill’s due date minus the “Advance Days” you specify.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Number</th>
<th>Payment Method</th>
<th>Advance Days</th>
<th>End Date</th>
<th>Max Amount($)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBP Student Account</td>
<td>10028649</td>
<td>Test Scheduled Pmt</td>
<td>5</td>
<td>8/18/14</td>
<td>15.00</td>
<td>Edit</td>
</tr>
</tbody>
</table>

**Edit Automatic Bill Payment for TBP Student Account (10028649)**

- **Payment Method**: Test Scheduled Pmt
- **Max Payment Amount**: 15.00
- **Payments should be made**: 5 days before bill is due.

**Payment Options**

- Make this automatic payment until the date specified: 8/18/14
- OR
- Specify the number of months to make the payment: 1

**Save** **Cancel**
Clicking “Delete”: Cancels automatic bill payment:

Automated email generated when automated payment is completed:

Authorized User made a scheduled payment email notification: