

OSU – OKC Online Information: Set up direct deposit eRefunds, authorized user(s), **view/set up a semester payment plan**, obtain 1098 – T statements, view account activity, view monthly billing statements, make payments.

Authorized Users log in via the OSU – OKC Business Services website (<https://osuokc.edu/businessservices>).

Students log into my.okstate.edu, then click on “OSU – OKC Business Services Account” link, under the Quick Links’ category:

Home

Welcome/Instructions
Welcome to your portal new Banner users!
This is your gateway to all things Banner and other important applications and communication tools. Currently the portal is populated with essential links. Your campus portal is a work in progress. Over time, it will become instrumental to your campus for disseminating information and providing links to campus specific applications for students and employees.
If you experience issues with the portal application, please contact the helpdesk at helpdesk@okstate.edu or 405-744-HELP (4357)

Applications
Self Service, canvas, Degree Works, Star System, Office 365, Cowboy Mail, O-Key, Orange Mail

Quick Links
Dining Services
Campus Maps
Parking and Transit
Safety Resources
Directory
Events Calendar
Academic Calendar
Hire OSU Grads
OSU-OKC Bursar Account
Talent Management System

Title IX Information
Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and

Semester Based Payment Plan

Click the “Enroll in Payment Plan” button under the balance owed, and select the current term (Fall, Spring, or Summer)

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

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

Please select payment option: Go!

Student Account ID: xxxxx4855
Balance \$6,380.68
View Activity **Enroll in Payment Plan**

Statements
Your latest eBill Statement (1/1/20) Statement : \$28.44 View Statements

My Profile Setup
Authorized Users
Personal Profile
Payment Profile
Security Settings
Consents and Agreements
Electronic Refunds
Auto Bill Pay

Payment Plan Enrollment

Select Term

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.

Payment Plan Enrollment

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Spring 2020 - Required Payment 5	\$25.00	20%	4	Details <input type="button" value="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. (If you enroll in our **5 Month POP**, the installments number will show “4.” If you enroll in our **4 Month POP**, the installments number will show “3.”)

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.

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		

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		

Required down payment: 222.57
Additional down payment: 0.00

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.

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: Select Method

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

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

Back Cancel Continue

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 officially enrolled into the payment plan.

Payment Plan Enrollment



• 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 Electronic Check (checking/savings)

*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 Business Services' home screen.

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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