

Setting up a Payment Plan:

Log into Student Self Service at <https://my.okstate.edu>. Click on the Bursar Office Icon

The screenshot shows the myOKSTATE portal homepage. At the top, there is an orange header with the myOKSTATE logo and navigation tabs for Home, Finance, and Employee. Below the header, there is a navigation bar with "OSU Institute of Technology" and "Home". The main content area is divided into three columns. The left column is titled "Welcome/Instructions" and contains a welcome message and a list of essential links. The middle column is titled "Applications" and contains several links with icons: Self Service, Online Classroom, Office 365, Cowboy Mail, Orange Mail, and O-Key. The right column is titled "Luminis Announcements" and contains a message about announcements. At the bottom of the middle column, there is a red circular icon for the OSUIT BURSAR.

Click on Payment Plans

The screenshot shows the OSUIT Bursar Office website. At the top, there is a banner with the OSUIT logo and the text "INSTITUTE OF TECHNOLOGY OFFICE OF THE BURSAR" and "BILL PAYMENT". Below the banner, there is a navigation bar with tabs for My Account, Payments, Payment Plans, eBills, and eRefunds. The "Payment Plans" tab is selected. Below the navigation bar, there is a sub-navigation bar with tabs for Account Activity, My Profiles, and Authorized Users. The main content area is divided into two columns. The left column contains "Account Alerts" and "Announcements". The right column contains "My Account" and "Statements".

Account Alerts

To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.

Announcements

Welcome to your OSUIT Account Center!

Here you can enroll in a semester monthly payment plan, view your bursar account activity 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 [OSUIT Bursar Office](#) website for information regarding:

My Account

Current Account Status

Balance: \$0.00

[Make a Payment](#) [View Account Activity](#)

Statements

eBill Statement

A new bill for TBP Student Account was delivered on 1/1/14.

Account Type: TBP Student Account

Statement Date: 1/1/14

Bill Amount: \$1,655.58

1098-T Statement

2013 [View](#)

You must have [Adobe Acrobat Reader](#) 8.x or higher to view your 1098-T statement.

Click on enroll now (**IMPORTANT - DO NOT MAKE YOUR MONTHLY PAYMENT UNTIL AFTER YOU SETUP THE PAYMENT PLAN OR AS THE DOWN PAYMENT OR IT WILL REQUIRE YOU TO MAKE ANOTHER PAYMENT**):

Payment Plans

Available Payment Plans

New Payment Plans are available.
You are not currently enrolled in available payment plans but have the option to do so.

Enroll Now

Select Spring 2014 from the dropdown box

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View Payment Plans for Term: Spring 2014 **Select**

Click Continue

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View Payment Plans for Term: Spring 2014 **Select**

Spring 2014
Spring 2014 Semester

Spring 2014 Details

Term(s):	Spring 2014
Enrollment deadline:	1/15/14
Scheduled payments:	Optional
Setup fee:	\$20.00
Minimum down payment:	\$0.00
Number of payments:	3
Payment frequency:	Fixed Dates

Continue **Cancel**

This will display current charges/credits on the account.

Click on Display Payment Schedule:

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	
<p>Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your activity since last statement. Please review your payment schedule carefully before completing your enrollment.</p>			
Eligible Charges and Credits			
Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Tuition & Fees	1,465.00		
Misc. Charges	10.00		
Payment plan setup fee	20.00		
Down payment			<input type="text" value="0.00"/>
<input type="button" value="Display Payment Schedule"/>			
<input type="button" value="Previous Step"/> <input type="button" value="Cancel"/>			

Select "Yes" to set up automatic monthly payments or "No" to make single payments.

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement	
<p>Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your activity since last statement. Please review your payment schedule carefully before completing your enrollment.</p>			
Eligible Charges and Credits			
Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Tuition & Fees	1,465.00		
Misc. Charges	10.00		
Payment plan setup fee	20.00		
Down payment			<input type="text" value="0.00"/>
<input type="button" value="Recalculate Payment Schedule"/>			
Payment Schedule			
Description	Due Date	Amount Paid(\$)	Amount Due(\$)
1st installment	2/10/14	0.00	498.33
2nd installment	3/10/14	0.00	498.33
3rd installment	4/10/14	0.00	498.34
Total amount paid:			0.00
Total of installments:			1,495.00
<p>Set up Automatic Payments</p> <p>Would you like to set up payments to be made automatically on the dates shown above?</p> <p><input type="radio"/> 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.</p> <p><input type="radio"/> No, I don't want to set up payments. I will come back and make each payment on or before the due date.</p>			
<input type="button" value="Continue"/> <input type="button" value="Previous Step"/> <input type="button" value="Cancel"/>			

Click on continue to go to Agreement.

You must click "I Agree" and "Continue" to set up the payment plan:

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
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Please read the following agreement carefully before you continue.

Finance Charge	The dollar amount the credit will cost you, including all fees.	\$20.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,475.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$1,495.00

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 3 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 \$20.00. I also understand that failure to meet the terms of this agreement may entitle **Oklahoma State University Institute of Technology** 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.

1st Installment in the amount of **\$498.33 due on 2/10/14**.

2nd Installment in the amount of **\$498.33 due on 3/10/14**.

3rd Installment in the amount of **\$498.34 due on 4/10/14**.

This agreement is dated Wednesday, February 5, 2014.

For fraud detection purposes, your internet address has been logged:
at 2/5/14 10:28:49 AM CST

ANY FALSE INFORMATION ENTERED HEREON 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 okm-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

[Continue](#) [View Worksheet](#) [Print Agreement](#) [Previous Step](#) [Cancel](#)

It will take you to the Payment Plan screen which indicates if your enrollment in the plan was successful.