Log In to Bursar Services

From the NSU homepage, click the goNSU link at the top of the page.

Log in with your NSU username and password.

On the homepage, click the Make a Payment and Manage Account icon under the Quick Links area.

This will take you to the Manage Bursar Account online service.
Make a Payment

To make a payment, click the Make a Payment Button on home page of the Manage Bursar Account online service.

The current balance will show. Click Make a Payment to continue.
Select Amount Due or select the desired term and then type in the amount you wish to pay. Click continue.

Choose your payment method from the drop down menu then click Select.
For Electronic Check, select your Account Type – checking or savings – and enter your bank account information in the appropriate boxes. Check the box under Refund Options to receive refunds from NSU to this account. To save this payment method, check the box and name the account. When finished click Continue and follow the prompts to complete your payment.

**NOTE:** Before clicking Continue, ensure that the bank account information you entered is accurate. Inaccurate information can lead to returned ACH transactions, each of which will incur a Returned Payment Charge on your bursar account.
For Credit Card, confirm the amount you are paying after choosing the Credit Card via PayPath payment method. If correct, click Continue to PayPath.
You will be taken to a secure, external site to process your credit card payment. Displayed will be your NSU ID# and the term(s) you are paying. Click Continue and follow the prompts to complete your payment. **NOTE:** Credit Cards are accepted **online only** and will be assessed a non-refundable 2.75% convenience fee.
Welcome to the PayPath Payment Service!
This service allows you to make credit or debit card payments for Northeastern State University student accounts. A non-refundable PayPath Payment Service fee of 2.75% will be added to your payment.

Transaction Details
Student ID: 
Term: Summer 2015

PayPath Payment Service accepts:

Continue  Cancel
Create Saved Payment Methods

To create a Saved Payment Method, click the Payment Methods tab under My Account at the top of the page and then choose Add New Payment Method. Currently, only Electronic Check information can be stored, not credit or debit cards. Choose Electronic Check from the drop down menu and click Select.

Enter your bank information in the appropriate boxes. Check the box under Refund Options if you want this account to receive refunds. Finally, name your account and click Continue.

Read and review the Agreement box that appears. Check the box that says I
Agree and then click Continue to finish setting up a Saved Payment Method. **IMPORTANT: Before clicking Continue, ensure that the bank account information you entered is accurate. Inaccurate information can lead to returned ACH transactions, each of which will incur a Returned Payment Charge on your bursar account.**

![Agreement](image)
Create an eRefund Account

To create an eRefund Account, choose the eRefunds tab at the top of the page and then click the Set up Account button. **Note:** Only one account can receive refunds. If you have already designated a Saved Payment Method to receive refunds, it will appear on this page.

Select Account Type – checking or savings – and then enter your bank account information in the appropriate boxes. Review for accuracy and then click Continue.
Read and review the Agreement box that appears. Check the box that says I Agree and then click Continue to finish setting up an eRefund Account.
Set Up Authorized Users

To set up an Authorized User to make payments and view your bursar account information online, click the Authorized Users tab under My Account. Under Add Authorized User, input the email address of your user. Next, select the permissions you would like them to have and click continue.

Read the Authorized User Agreement, check the I Agree box, and then click Continue to finish. Two emails will be sent to your new Authorized User, one with their username and the other with a temporary password.
Authorized Users can log in by clicking the My NSU link on the NSU homepage and then choosing Make a Payment. They will then choose the link for Authorized Users.

The Authorized User will then enter their email and password in the designated area and click Login.
goPlan Payment Plans

To enroll in a semester payment plan, click the Payment Plans tab from the navigation bar and click Enroll Now. **NOTE: Payment plans are offered to enrolled students only.**

From the drop down menu, choose the semester and click select. The details of the plan will be displayed. At the bottom of the page, click Continue.
The charges for the new semester and any past due charges will be shown. If you wish to make a down payment, type the amount of your payment in the box and then click Display Schedule.
Displayed are the installments, their due dates, and the $40 Payment Plan Enrollment Charge which is due at the time of enrollment in the plan. If you wish to avoid this charge, you may opt in for automatic payments at the bottom of the page. Make your selection and then click Continue.

Select your saved Payment Method or enter a new one. This will be used to pay for the Payment Plan Enrollment Charge and any down payment amount you indicated, or, if you chose automatic payments, this is the account to be
used for your monthly payments.

Read the terms of your plan enrollment, then check the box marked I Agree and click Continue at the bottom of the page.

Review the payment agreement, check the box marked I Agree, and then click Continue.
If the Payment Plan enrollment was successful, you will receive a confirmation message.

To make a payment on your plan installments, click the Make a Payment button from the Home screen.
Under Payment Plan installments, click Pay Next Installment. Follow the prompts to complete your payment.