

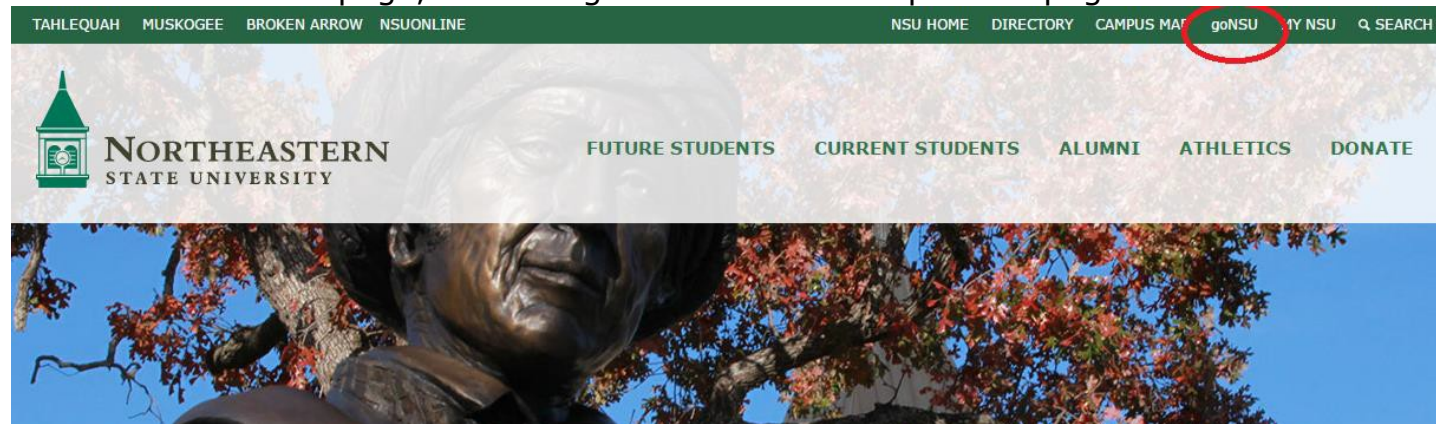
NSU Bursar Services Instructions

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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.



goNSU Login

NSU Username:

NSU Password:

[Forgot password?](#)
[Retrieve username.](#)

Gather Here. goNSU.

Welcome to goNSU, your online portal for NSU information and services. goNSU will continue to evolve in a phased approach. This secure site provides students, faculty and staff with single sign-on access to multiple sources of campus information and services.

What's Inside?

- ▼ for All
- ▼ for Students

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



[Make a Payment and Manage Account](#)

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



NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

Important Information | Ask for Help | Log Out
Logged in as

- My Account
- Payments
- Payment Plans
- eStatements
- eRefunds
- Account Activity
- Personal Profile
- Payment Methods
- Authorized Users

Account Alerts

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

Announcements

Welcome to Northeastern State University's online portal giving you one stop access to all of your financial needs at NSU.

My Account

Current Account Status

Amount Due:

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

Statements

eBill Statement

Your **latest bill** for Student Account was posted on 9/2/14.

Account Type: **Student Account**

Statement Date: **9/2/14**

Bill Amount:

Term Balances

Spring 2015

Make a Payment

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

The screenshot shows the 'My Account' page of the Northeastern State University Bursar Services portal. The page has a green header with the university logo and 'BURSAR SERVICES' text. Below the header is a navigation bar with tabs for 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eRefunds'. Underneath, there are sub-tabs for 'Account Activity', 'Personal Profile', 'Payment Methods', and 'Authorized Users'. The main content area is divided into two columns. The left column contains 'Account Alerts' (with a link to 'Refund Account Setup') and 'Announcements' (a welcome message). The right column is titled 'My Account' and contains a 'Current Account Status' section with an 'Amount Due' field and two buttons: 'Make a Payment' (circled in red) and 'View Account Activity'. Below this is an 'eBill Statement' section showing the latest bill for a 'Student Account' dated 9/2/14. At the bottom, there is a 'Term Balances' section for 'Spring 2015'.

The current balance will show. Click Make a Payment to continue.

The screenshot shows the 'Account Payment' page of the Northeastern State University Bursar Services portal. The page has a green header with the university logo and 'BURSAR SERVICES' text. Below the header is a navigation bar with tabs for 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eRefunds'. Underneath, there are sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains a message: 'Current balance includes activity since your last statement, including recent payments and new charges.' Below this message is an 'Amount Due:' field and a green 'Make a Payment' button.

Select Amount Due or select the desired term and then type in the amount you wish to pay. Click continue.

The screenshot shows the Northeastern State University Bursar Services website. The header is green with the university logo and name. A navigation bar includes links for My Account, Payments, Payment Plans, eStatements, and eRefunds. Below this, there are tabs for Account Payment and Payment History. The main content area is titled 'Account Payment' and features a tabbed interface with 'Amount', 'Payment Method', 'Confirmation', and 'Payment Receipt'. The 'Amount' tab is active, showing a 'Select Payment' section with two radio buttons: 'Amount due' (selected) and 'Pay by term'. The 'Amount due' option has a text input field containing '\$ 100.00'. The 'Pay by term' option has a checkbox for 'Spring 2015'. Below this, there is a 'Payment date' field with a calendar icon and the date '6/17/15'. A 'Memo' field is also present. A green 'Continue' button is at the bottom left of the form.

Important Information | Ask for Help | Log Out
Logged in as:

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

My Account | Payments | Payment Plans | eStatements | eRefunds

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment

Amount due: \$ 100.00

Pay by term:

Spring 2015

Payment date: 6/17/15

Memo:

Continue

Choose your payment method from the drop down menu then click Select.

Important Information | Ask for Help | Log Out
Logged in as

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

My Account | Payments | Payment Plans | eStatements | eRefunds

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
<p>Select Payment Method</p> <p>Payment amount: \$100.00</p> <p>Payment Method: <input type="text" value="Select Payment Method"/></p> <p><input type="button" value="Select"/> <input type="button" value="Back"/></p> <p><input type="text" value="Select Payment Method"/> <input type="text" value="Electronic Check (checking/savings)"/> <input type="text" value="Credit Card via PayPath *"/></p> <p><small>*Credit card payments are handled through PayPal or a tuition payment service. A non-refundable service fee will be added to your payment.</small></p> <p>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.</p>			

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.

Select Payment Method

Payment amount: \$100.00

Payment Method:

Select

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

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:

*Routing number:
([View example](#))

*Bank 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:

*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.

Option to Save

Save this payment method for future use

Save payment method as:

For Credit Card, confirm the amount you are paying after choosing the Credit Card via PayPath payment method. If correct, click Continue to PayPath.

Important Information | Ask for Help | Log Out
Logged in as:

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

My Account | Payments | **Payment Plans** | eStatements | eRefunds

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Payment Receipt
Review Details Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction. Payment amount: \$100.00 Payment type: Credit Card through PayPath®, a tuition payment service.			
Continue to PayPath Back Cancel			

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.**



Payment Service



NORTHEASTERN STATE UNIVERSITY

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:

[REDACTED]

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.

The screenshot shows the Northeastern State University Bursar Services website. The top navigation bar includes links for My Account, Payments, Payment Plans, Statements, and eRefunds. Below this, a secondary navigation bar highlights the Payment Methods tab, which is circled in red. The main content area is titled "Payment Methods" and contains a section for "Add New Payment Method". This section features a dropdown menu labeled "Select Payment Method" and a green "Select" button. Below the form, there is a note about Electronic Check payments: "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."

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.

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:
(e.g. Primary Checking)

Continue

Cancel

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 ✕

I hereby authorize **Northeastern State University** to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: **Your Name Here**

Address: **Your Address Here**

Depository: **Your Bank's Name
and Address Here**

Routing Number: **Your Bank's Routing Number**

Account Number: **Your Account Number**

This agreement is dated

For fraud detection purposes, your internet address has been logged:

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: nsuoba@nsuok.edu

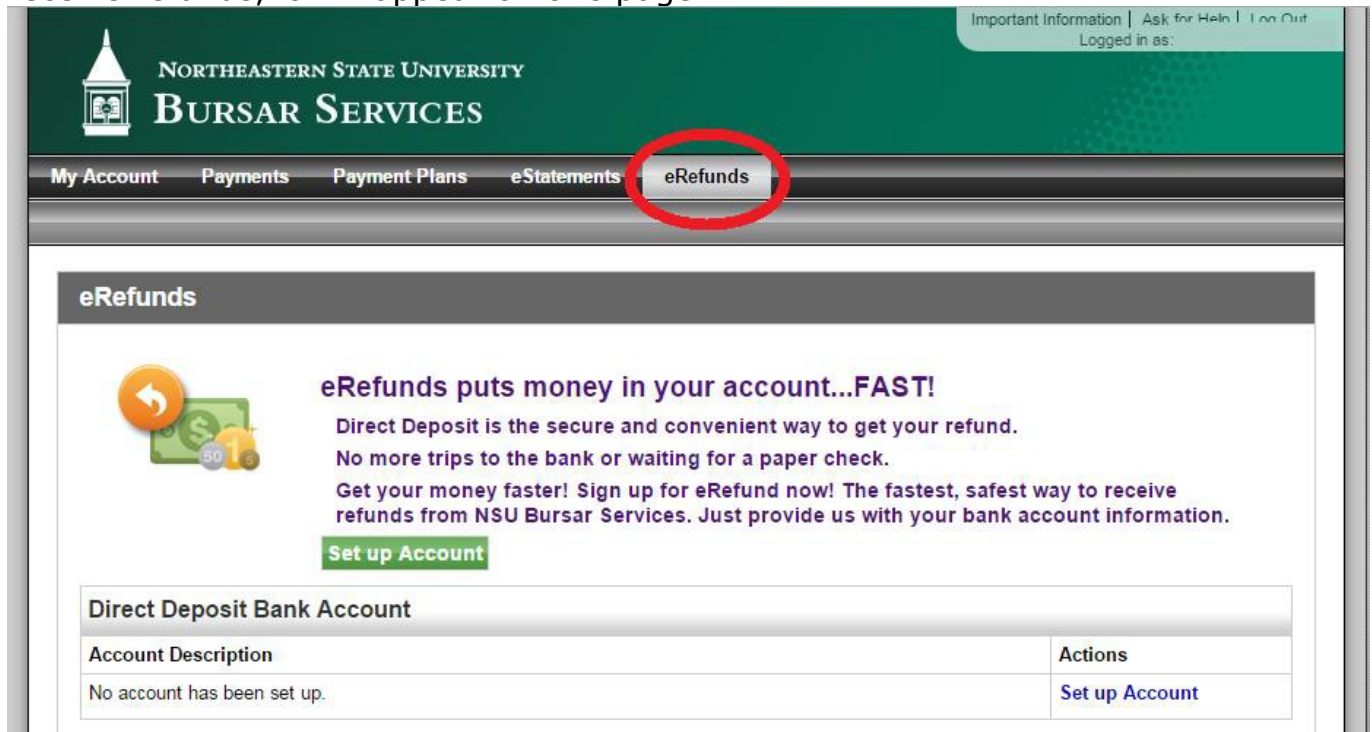
Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

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.




Important Information | Ask for Help | Log Out
Logged in as:

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

My Account Payments Payment Plans eStatements **eRefunds**

eRefunds

 **eRefunds puts money in your account...FAST!**

Direct Deposit is the secure and convenient way to get your refund.
No more trips to the bank or waiting for a paper check.
Get your money faster! Sign up for eRefund now! The fastest, safest way to receive refunds from NSU Bursar Services. Just provide us with your bank account information.

[Set up Account](#)

Direct Deposit Bank Account	
Account Description	Actions
No account has been set up.	Set up Account

Select Account Type – checking or savings – and then enter your bank account information in the appropriate boxes. Review for accuracy and then click Continue.

Set Up Refund Account ✕

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:

*Routing number:
([View example](#))

*Bank Account number:

*Confirm account number:

Billing Information

*Name on account:

Check here for an international address

*Billing address:

Billing address line two:

*City:

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 Refund Account ✕

I hereby authorize **Northeastern State University** to initiate recurring credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a \$25.00 return fee will be added to my student account.

Name: **Your Name Here**

Address: **Your Address Here**

Depository: **Your Bank's Name and Address Here**

Routing Number: **Your Bank's Routing Number**

Account Number: **Your Account Number**

This agreement is dated _____

For fraud detection purposes, your internet address has been logged:

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: nsuoba@nsuok.edu

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Print Agreement](#)

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.

Important Information | Ask for Help | Log Out
Logged in as:

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

My Account | Payments | Payment Plans | eStatements | eRefunds
Account Activity | Personal Profile | Payment Methods | **Authorized Users**

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

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.

Agreement to Add Authorized User ✕

I hereby authorize **Northeastern State University** to grant full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated _____

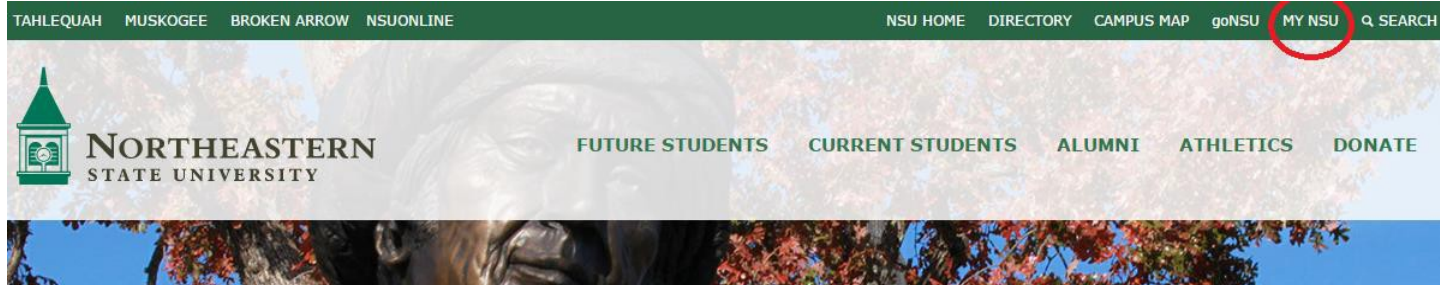
For fraud detection purposes, your internet address has been logged: _____

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.

Please check the box below to agree to the terms and continue.

I Agree

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.

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

Students and Staff

***Indicates required information**

*NSU ID Number:

*NSU PIN:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
Have a temporary password **e-mailed** to you.

Welcome

Welcome to Northeastern State University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their NSU ID Number and NSU PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to nsuoba@nsuok.edu.

Student Account Suite Features

Student Account Center

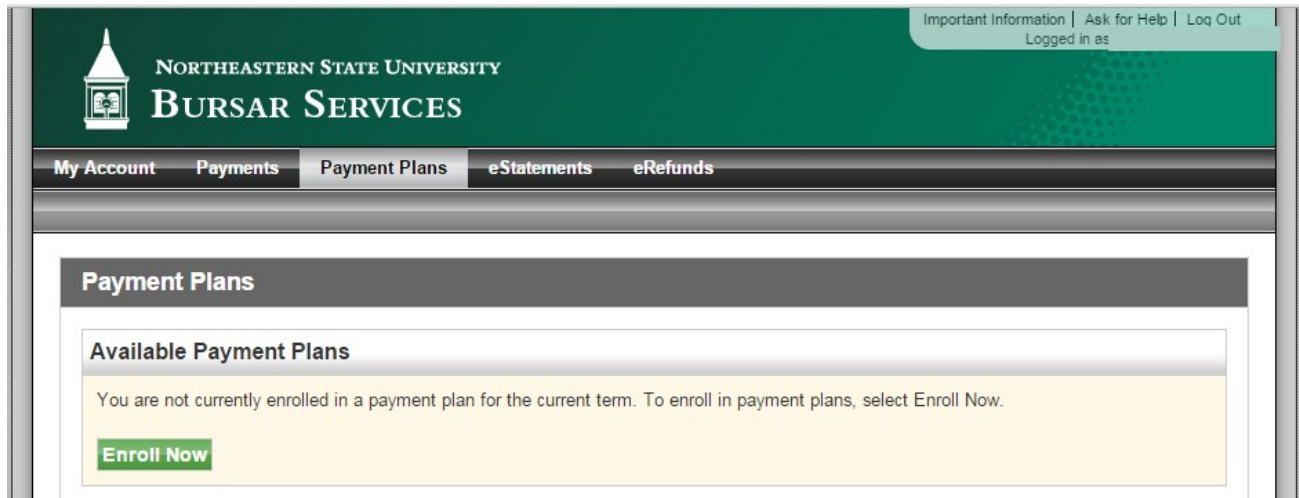
- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

E-Billing

- View and print your billing statement.

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.**



The screenshot displays the Northeastern State University Bursar Services website. The header is green with the university logo and name. A navigation bar contains links for My Account, Payments, Payment Plans, eStatements, and eRefunds. The Payment Plans section is active, showing a message that the user is not currently enrolled in a payment plan for the current term and a green Enroll Now button.

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

Important Information | Ask for Help | Log Out
Logged in as

My Account Payments Payment Plans eStatements eRefunds

Payment Plans

Available Payment Plans

You are not currently enrolled in a payment plan for the current term. To enroll in payment plans, select Enroll Now.

[Enroll Now](#)

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.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Payment Plan Agreement

View available plans for term: Summer 2015 ▼ Select

If plans are available for multiple accounts, you must select both account and term.

Smart goPlan Summer 2015
 The Smart goPlan Summer 2015 (2 Payments) will consist of 2 installments during the Summer semester. Enrolled students with a balance of \$250 or more are eligible for this plan. The \$40 payment plan enrollment fee will be waived if a student schedules automatic installment payments at the time of enrollment. Students who adhere to the plan can avoid late charges and enrollment holds.

[View full plan description](#)

Smart goPlan Summer 2015 Details

Term(s):	Summer 2015
Previous balance term(s):	Fall 2014 , Fall 2014 Cont Ed , Spring 2015
Enrollment deadline:	6/20/15
Scheduled Payments:	Optional
Setup fee:	\$40.00 - Waived if payments are scheduled.
Minimum down payment:	\$0.00
Number of payments:	2
Payment frequency:	Fixed Dates
Late payment fee:	1.50%

Continue
Cancel

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.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Payment Plan Agreement

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.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	1,950.00	
Tuition Fees	50.00	
Other Charges	100.00	
Previous balance credit		40.00
Balance		2,060.00

Down payment:

Display Schedule
Back
Cancel

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.

Recalculate Schedule

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Setup fee will be waived if payments are scheduled.		
Installment 1	6/21/15	1,030.00
Installment 2	7/15/15	1,030.00
Total of installments:		2,060.00

Set up Automatic Payments

If you choose to schedule your payments, your setup fee of \$40.00 will be waived.

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.

Continue
Back
Cancel

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.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Select Payment Method
Payment Plan 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.

Select Payment Method

Payment Method

Select Payment Method ▼

Select
Back
Cancel

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

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.

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

Plan Enrollment

By agreeing and continuing, you will also be submitting a payment today of \$40.00 as a part of your enrollment.

Select Payment Plan
Schedule Payment Plan
Select Payment Method
Payment Plan Agreement
Payment Agreement

Please read the following agreement carefully before you continue.

Payment Plan Enrollment Charge	The dollar amount the credit will cost you, including all charges.	\$40.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$2,060.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$2,100.00

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 payment plan enrollment charge.

Review the payment agreement, check the box marked I Agree, and then click Continue.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Payment Plan Agreement
Payment Agreement

I hereby authorize **Northeastern State University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name

Address:

Depository:

Routing Number:

Account Number:

This agreement is dated

For fraud detection purposes, your internet address has been logged:

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: nsuoba@nsuok.com

I agree to the above terms and conditions.

Print Agreement
Continue
Back
Cancel

If the Payment Plan enrollment was successful, you will receive a confirmation message.

Important Information | Ask for Help | Log Out
Logged in as

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

My Account
Payments
Payment Plans
eStatements
eRefunds

Account Payment
Payment History

Payment Receipt

Thank you. Your changes have been saved.
 Thank you, your payment was processed successfully.
 Your enrollment in Smart goPlan Summer 2015 was processed successfully.

To make a payment on your plan installments, click the Make a Payment button from the Home screen.

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

Important Information | Ask for Help | Log Out
Logged in as

My Account | Payments | Payment Plans | eStatements | eRefunds

Account Activity | Personal Profile | Payment Methods | Agreements | Authorized Users

Account Alerts

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

Announcements

! THIS IS A TEST ENVIRONMENT ! Welcome to Northeastern State University's online portal giving you one stop access to all of your financial needs at NSU .

My Account

Current Account Status

Amount Due:	\$2,060.00
Payment Plans	
Smart goPlan Summer 2015	\$2,060.00
Other Charges	
Not Included in Plan:	\$0.00

Make a Payment | **View Account Activity**

Statements

eBill Statement
You currently do not have any billing statements.

Term Balances

Under Payment Plan installments, click Pay Next Installment. Follow the prompts to complete your payment.

NORTHEASTERN STATE UNIVERSITY
BURSAR SERVICES

Important Information | Ask for Help | Log Out
Logged in as

My Account | Payments | **Payment Plans** | eStatements | eRefunds

Account Payment | Payment History

Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.

Amount Due: \$2,060.00 Charges not included in the plan: \$0.00

Make a Payment

Payment Plan Installments

Installment Description	Enrollment Date	Amount Due(\$)	Due Date	Action
Smart goPlan Summer 2015 -- Installment 1 out of 2	6/17/15	1,030.00	6/21/15	Schedule
Smart goPlan Summer 2015 -- Installment 2 out of 2	6/17/15	1,030.00	7/15/15	Schedule

Pay Next Installment