



OKLAHOMA
PANHANDLE STATE
UNIVERSITY

How to Make a Housing Deposit

1. Log in to your myOPSU Portal
2. Click on the 'My Online Billing' icon (highlighted below)



3. Click the tab along the top called 'Deposits' (highlighted below)

The screenshot shows the top navigation bar of the myOPSU Portal. The navigation items are: Home, My Account, Make Payment, Payment Plans, Deposits (highlighted in yellow), Refunds, and Help. Below the navigation bar, there is an 'Announcement' section with the following text: 'Welcome to MyOnlineBilling, the OPSU Student Account Center! Here you can view your bill, view your bursar account activity, as well as make payments and store payment profiles. In addition, you can set up others such as your parents or guardians to make payments on your account. COVID-19 Refunds and credit for Room, Board, and'. To the right of the announcement, there is a yellow banner with a bank icon and the text 'To sign up for direct deposit of your re'. Below the banner, there is a 'Student Account' section with a 'Balance' label.

4. Select Housing Deposit in the drop down menu

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a deposit: Housing Deposit | Select

5. The Housing deposit information will be detailed below the drop down menu, now click 'Continue'

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Select a deposit: Housing Deposit | Select

Housing Deposit	
Deposit name	Housing Deposit
Deposit description	HOUSING DEPOSIT
Term	Fall 2020
Payment amount	\$200.00

Cancel | Continue

6. Select payment method

Deposit Payment | Deposit History

Amount | Method | Confirmation | Receipt

Amount: \$200.00

Method: Select Method

Back | Cancel | Continue

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

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

7. Click 'Continue'

8. You can enter your email if you wish to receive an electronic copy of your receipt

*****For questions or concerns please contact the Office of the Bursar*****