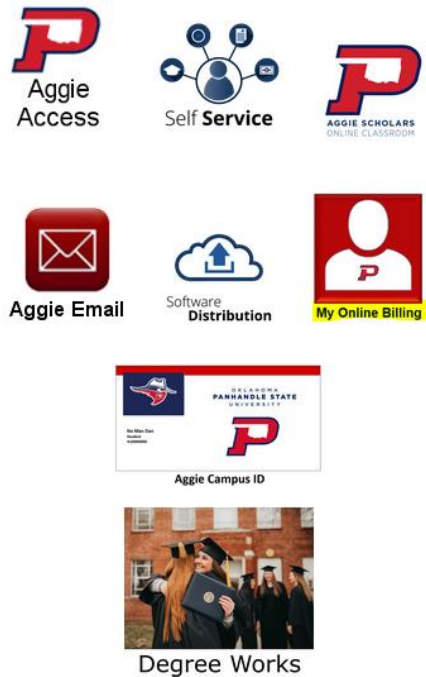




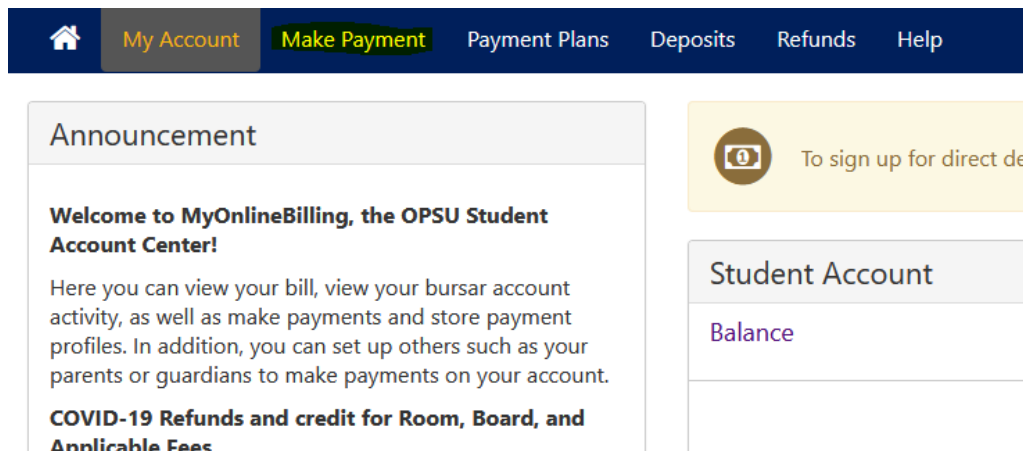
OKLAHOMA
PANHANDLE STATE
UNIVERSITY

How to Pay the Housing Application Fee

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 'Make Payment' (highlighted below)



4. Change current account balance to \$20 (which is the Housing application fee amount)

Account Payment

The form displays a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is active. Below the progress bar, the 'Payment Date' is set to 7/29/20. The 'Current account balance' is \$575.00, and the user has entered 20.00 in the adjacent field. The 'Payment Total' is \$20.00. A 'Personal Note' field is empty. A 'Continue' button is located at the bottom right.

5. Select payment method

ACCOUNT PAYMENT

The form displays a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Method' step is active. Below the progress bar, the 'Amount' is \$20.00. The 'Method' dropdown menu is open, showing 'Select Method'. At the bottom right, there are 'Back', 'Cancel', and 'Continue' buttons.

*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.

6. Click 'Continue'
7. 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*****