Add Authorized Users to Bursar Account

Introduction
Authorized users can make payments on behalf of the account holder and view billing statements and payment history for that account.

Section 1: Logging in to ONE.ou.edu
Log in to one.ou.edu using your OUNetID and password. After you log in, select “Financial” from the left menu bar.

Section 2: Adding Authorized Users
Adding an Authorized User
Under “Actions”, select “Add authorized users”:

Actions

- Deposits
- Apply for financial aid
- Apply for scholarships
- SFC Dropbox
- Add authorized users
- Sign up for eRefunds
- Download 1098-T
- Complete Title IV Authorization
You will be taken to the University of Oklahoma’s billing and payment site. If you already have any authorized users, they will be listed here. Select “Add Authorized User”:

Provide the e-mail address of the person whom you want to authorize and your desired options. Click “Continue”:

Check the box to agree to the terms and click “Continue”. You have the option to print the agreement.
**Section 3: Authorized User Access**

Two emails will be sent to the person you have authorized to pay on your account. One with a username, the second with the password. This will happen within seconds. If the authorized user cannot find the email, have them look in their “Junk Mail” folder. They can then log in directly at the **Authorized User Login** or access their login site through [bursar.ou.edu](http://bursar.ou.edu):

![Image of Authorized User Login page]

The first time your authorized user accesses the billing and payment site, they will be prompted to complete their profile and create a new password.

![Image of Authorized User Profile Setup]

**Authorized User Profile Setup**

- * Indicates required fields

  - Full name
    - First name
    - Last name

  Password must be a minimum 7 characters and must contain at least one number or special character.

  - Enter your new password
  - Confirm your new password

[Cancel] [Continue]
Once the profile has been set up, they can edit other settings. A secondary email address or text messages:

A payment profile:

And Two-Step Verification:
Section 4: Editing or Deleting Authorized Users

You may view, edit, or delete your authorized users by visiting the “Authorized Users” page. This can be accessed either via the direct link found at one.ou.edu, or if already in the billing and payment site, under “My Profile”.

![My Profile]

From this page, you can edit, delete, or show the agreement for current Authorized Users, as well as set up additional Authorized users.

![Authorized Users]

**Table:**

<table>
<thead>
<tr>
<th>Full name</th>
<th>Email address</th>
<th>Action</th>
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