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](https://one.ou.edu) using your OU Net ID and password. After you log in, click “Financial”.

![Login to ONE.ou.edu](image)

**Section 2: Adding Authorized Users**

**Adding an Authorized User**
Under “Total Bursar Balance”, click on “Add Authorized Users”.

![Add Authorized Users](image)
You will be taken to the University of Oklahoma’s billing and payment site. You can set up an authorized user directly from this link. If you already have any authorized users, they will be listed here.

Provide the e-mail address of the person whom you want to authorize. After that, decide if you want to allow that person to view your billing statement, 1098-T tax statement and payment history. Make your decisions as appropriate, and then click on “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 Billing and Payment Site or access their login site through bursar.ou.edu:
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.
Section 4: Editing or Deleting Authorized Users

You may view, edit, or delete your authorized users by visiting the “Authorized Users” page.