Add Authorized Users to Bursar Account

Section 1: Logging In to oZONE
Log in to ozone.ou.edu using your OU Net ID and password. After you log in, click “Pay Bill”. This will open the Billing and Payment site:

Section 2: Adding Authorized Users

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

Adding an Authorized User
Under “My Account”, click on “Authorized Users”.
You will then go to the Authorized Users screen, which contains a list of existing authorized users and an option to add another authorized user to your account.

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 oZONE:
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.