ACCESSING STATEMENTS (E-BILLS)

- From web address: http://www.shsu.edu/bursars
- Click on “Authorized User”
- Log in under “Authorized User” with your email address and password
- Click on the “My Account” tab at the top of the page
- Select “Statements” from drop down menu

■ Select the statement date you want to view
■ Click “View”

PAYMENT INFORMATION FOR AUTHORIZED USERS

- Enroll in a Payment Plan
- Make Online Payments
- View Statements

Box 2273
Huntsville, TX 77341-2273

bursar@shsu.edu
phone: 936.294.1083
fax: 936.294.1229
ENROLLING IN A PAYMENT PLAN

■ From web address: http://www.shsu.edu/bursars

■ Click on the “Authorized User Access”

■ Log in under “Authorized User” with your email address and password

■ Click on the “Payment Plans” tab at top of the page and then click the orange “Enroll Now” button

■ Select correct term from drop down menu then click “Select”

■ Click “Select” to view fees, payment amounts and dates

■ Click “Continue” to make any payments due immediately

■ Follow steps for making a payment

■ Payment Plan Agreement is last step. Be sure and scroll all the way to the bottom and check the “I agree” box. Print agreement at this time. Click “Continue” to complete transaction and receive payment confirmation and receipt if applicable.

■ Verify your enrollment in a payment plan by clicking “Payment Plans” tab and “Manage Plan”

MAKING A PAYMENT: ON A PAYMENT PLAN

■ From web address: http://www.shsu.edu/bursars

■ Click on the “Authorized User Access”

■ Log in under “Authorized User” with your email address and password

■ Click on the “Payment Plans” tab at the top of the page

■ Click on “Pay Next Installment”

■ From here pay full amount due in the “Payment Amount” box or adjust to a lesser amount. (Paying a lesser amount could result in loss of schedule or late fees.)

■ Click “Continue” then follow steps for making a payment via Credit Card or Electronic Check.

■ Final step will be “Submit Payment”. A receipt and confirmation number will appear.

MAKING A PAYMENT: NOT ON A PAYMENT PLAN

■ From web address: http://www.shsu.edu/bursars

■ Click on the “Authorized User Access”

■ Log in under “Authorized User” with your email address and password

■ Click on the “Make Payment” tab

■ Select “Current Account Balance” or

■ Select the “Pay by Term” button and the term you wish to pay

■ Select “Pay by Line Item” button, if available and select the item(s) you wish to pay,

■ From here pay full amount due in the “Payment Amount” box or adjust to a lesser amount. (Paying a lesser amount could result in loss of schedule or late fees.)

■ Click “Continue” then follow steps for making a payment