Walkthrough: Guardian Account Setup and ePayment

Scenario: Student wants to add her father to her Guardian list to allow him to pay her tuition and fees.

Path: Sign into Buckeye Link – My Buckeye Link

STUDENT’S STEPS:

1. Navigate to the My Buckeye Link page.

2. In the Finances section, click the Guardian Setup link.
Once the **Payment Options** page will appear.

3. Select **Guardian Setup**
4. The OSU ePayment site appears. Locate the Managing Guardian Logins section in the lower left corner.

5. Select Add New to add a guardian to your account.
6. Create a guardian login by entering the following information:
   • Guardian username
   • Email address
   • Confirm email address
   • Welcome note (optional)

7. Select Yes to allow your guardian access to your account.

8. Click to send a welcome email to the guardian’s email account.

9. Review the Managing Guardian Logins box on the ePayment site to confirm your guardian has been added.

NOTE:
   • Select the Edit link to:
     a. Deactivate guardian log on access.
     b. Reset your guardian’s password to your account.
   • Select the Delete link to remove a guardian from your account.
**Guardian Account Setup and ePayment**

**PARENT or GUARDIAN STEPS:**

1. Check email to confirm receipt of OSU ePayment site welcome message.

   **NOTE:** The email message will contain:
   - Guardian ID (username)
   - Temporary password.
   - Link to OSU ePayment site

2. Log into The OSU ePayment site using your Guardian ID and temporary password.

3. Reset your password.
   **NOTE:** *Password must have:*
   - At least 8 characters
   - 2 letter(s)
   - 2 non-letter(s)

4. Select a secret question and answer in case you forget your password.
5. Confirm that the Guardian username appears near the top of the page and in the Student Links section.

NOTE: For guardians who are responsible for more than one student select Add New and enter your guardian username and password to link to that student.

NOTE: The Student Links section will contain the names of your student. You can transfer to another student by selecting their link.
6. Notice the locations you can select to Make a Payment.

7. Select **Make a Payment**

8. Select **Checkout**

9. Select Method of Payment
   - credit card
   - electronic check
   - foreign currency

   **NOTE:** Credit card payments are made using CASHNet SMARTPAY. A non-refundable charge will be added to each transaction.

10. Select **Continue Checkout**
11. The following information is needed to complete payment transactions:

**Checking/Savings accounts**
- Bank Account Number
- Account Type
- Routing Transit Number
- Account Holder Name
- A name for this payment method to be saved for future use. (optional)

**Credit Cards**
- Cardholder Name
- Credit Card Number
- Expiration Month
- Expiration Year
- Billing Address (where bill is sent)
- City, State
- State
- Zip
- Country
- A name for this payment method to be saved for future use. (optional)
**Foreign Currency**

- Country of origin
- Currency of origin
- Remitter Name
- Email Address

**NOTE:**
- Currency conversion rates are updated daily and are effective for 72 hours after the point of transaction.
- ePayments made with foreign currency will display as PENDING until the wire transfer of funds via your bank is complete and posted to SIS.

*Please see ePayment with Foreign Currency job aid for further overview of this process.*

12. Select **Continue Checkout**

13. Verify that the payment information you have provided is correct.

14. Select **Submit Payment**
Once the transaction is approved, a receipt will appear and a confirmation will be sent to your guardian account email address.

Additional receipts may be printed by selecting Email Another Receipt.

A printable receipt may be viewed by selecting View Printable Receipt.

NOTE: CASHNet ePayments are posted in real time. Guardian can see payments posted to their student’s account in the “Your Recent CASHNet ePayments section.”