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**

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Guardian Setup

To create or edit those you would like to have Guardian access to pay on your account, please select the Guardian Setup option below.

Mail a Payment

To mail a check or money order payment to the University, please select "Mail a Payment" below to generate a payment coupon and obtain mailing address.
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 OK 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.
**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
- 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.”