

## 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.

The screenshot displays the 'Jane's Buckeye Link' dashboard. The 'Finances' section is expanded, showing a 'My Account' sub-section with several links. A red arrow points to the 'Guardian Setup' link. Other sections include Academics, Personal Information, Admissions, Holds, To Do List, Enrollment Information, Advisor, University Offices, University Resources, and Financial Information. A 'MAKE A PAYMENT' button is visible in the Finances section.

**Jane's Buckeye Link**

**Academics**

My Class Schedule  
Add a Class  
For Information Only  
Degrees  
Subject/Catalog Number  
My Academics

other academic... ▾

**Finances**

**My Account**

Account Inquiry  
Account Refund  
Guardian Setup  
Financial Aid  
View Financial Aid

**Student Health Insurance**

Select/Waive Coverage  
View Insurance Information

other financial... ▾

**Outstanding Charges**

Past Due	0.00
Due Now	0.00
Future Due	0.00
<b>Total of Outstanding Charges</b>	<b>0.00</b>

This total may not reflect recent changes to your tuition and fees, and does not deduct any pending financial aid. For an updated balance, please click on the Statement of Account link below.

\*Term: 2013 Spr [Statement Of Account](#)

**MAKE A PAYMENT**

**Personal Information**

Emergency Contact  
Names  
User Preferences  
Privacy Settings

[Student Information Release](#)

other personal... ▾

**Contact Information**

<b>Permanent Address</b>	<b>Home/Current Address</b>
1234 Main Street Columbus OH 43210 Franklin	1234 Main Street Columbus OH 43210 Franklin
<b>Mobile Phone</b>	<b>OSU Email Address</b>
614/292-0300	test.1000@osu.edu

**Admissions**

[Application Status](#)

**Academics** You are not enrolled in classes.

**SEARCH FOR CLASSES**

**SHARE MY INFORMATION**

**Holds**

All Registrar Services Hold details ▶

**To Do List**

No To Do's.

**Enrollment Information**

[Open Enrollment Dates](#)

[Degree Audit](#)  
[Enrollment Verification](#)

**Advisor**

**Program Advisor**  
Casey Henceroth details ▶

**University Offices**

[Admissions](#)  
[Registration/Residency/Tuition](#)  
[Student Service Center](#)

**University Resources**

[Military & Veterans Services](#)  
[Student Health Insurance](#)

**Financial Information**

[Financial Services/Bursar](#)  
[Student Financial Aid](#)

**Admissions** Click the Application Status link to view details about your admissions application(s).

Once the **Payment Options** page will appear.

3. Select **GUARDIAN SETUP**

[Make a Payment](#)

**Make a Payment**

Tuition and fees are due seven days prior to the first day of each term unless otherwise noted on your statement of account and can be paid by eCheck (ACH), check or money order. Ohio State also accepts online only payment of tuition and fees by MasterCard, Discover or American Express. Credit card payments are processed through a third-party vendor who assesses an additional 2.75% convenience fee. In addition, payments made by credit card may be subject to additional fees and interest as assessed by the card issuer. The convenience fee as well as any applicable fees or interest assessed by the card issuer are not assessed by The Ohio State University and are not refundable through Ohio State regardless of circumstances.

The Ohio State University makes every effort within its means to help all students with limited financial resources secure the needed funds to cover educational costs. Students and their families are encouraged to seek assistance from the Office of Student Financial Aid and take advantage of all financial aid opportunities available to them, including scholarships, grants, low-interest long-term and short-term loans, and part-time employment. Free financial counseling also is available to all OSU students through The Student Wellness Center.

To continue, please select the "Make a Payment" option below.

**MAKE A PAYMENT**

[Guardian Setup](#)

**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.


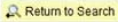

**GUARDIAN SETUP**

[Mail a Payment](#)

**Mail a Payment**

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

**MAIL A PAYMENT**

 Save  Return to Search  Notify

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

The screenshot shows the OSU ePayment site interface. At the top, there is a navigation bar with links for Home, Make a Payment, Frequently Asked Questions, and Sign Out. Below this is the OSU logo and the text 'THE OHIO STATE UNIVERSITY'. The page title is 'The Ohio State University ePayment Site' and the user is logged in as 'Buckeye\_Mom'. A message for students states: 'STUDENTS: Be sure to setup any Guardians you would like to provide access to this site at the bottom left of this page. If you have any questions, please contact Buckeye Link.' The main content area is divided into several sections: 'Your Account' with a 'Make a Payment' button, 'Saved Accounts' with an 'Add New' link, 'Account Details' with links to change email, password, and secret question, 'Your Recent CASHNet ePayments' with a 'View All' link, and 'Student Links' with an 'Add New' link. A red arrow points to the 'Add New' link in the Student Links section.

Home Make a Payment Frequently Asked Questions Sign Out

THE OHIO STATE UNIVERSITY

The Ohio State University ePayment Site

Buckeye\_Mom

STUDENTS: Be sure to setup any Guardians you would like to provide access to this site at the bottom left of this page. If you have any questions, please contact [Buckeye Link](#).

**Your Account**

Please refer to the Statement of Account for detailed transaction information

Due Now	\$0.00
Total Account Due	\$0.00

[Make a Payment](#)

*Please Note: Total charges due does NOT reflect pending financial aid. Amounts will be adjusted after aid is disbursed.*

The last payment received was for \$1,112.00 on 3/6/2013.

**Saved Accounts**

[Add New](#)

You have no saved payment methods.

**Account Details**

Email: guardian@email.com [Change](#)  
[Change your password](#)  
[Change your secret question](#)

**Your Recent CASHNet ePayments**

[View All](#)

**Student Links**

[Add New](#)

You are currently logged into Jane Smith. If another student has created a Guardian Username for you, click on 'Add New' to create a link to that student.

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.**

**THE OHIO STATE UNIVERSITY**

The Ohio State University ePayment Site

Jane Smith

**Notice about Guardian Logins:**

Guardian logins have access only to make payment, payment history, and balance on the student account. They do NOT have access to financial aid, grades, or other online student information.

Please create a new Guardian below by entering a unique Guardian Username. This will be the login username your Guardian will use when accessing CASHNet. An email with a password will be sent to them separately.

Guardian Username:

Email Address:

Confirm Email Address:

Add a note to the welcome email (optional):

Should this person... be allowed to log in?  Yes  No

A welcome email will be sent to the email address entered above. The email will contain the optional note, login ID, temporary password and a link to access this site.

**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.

**Managing Guardian Logins**

[Add New](#)

You currently have the following Guardian Usernames set up.

Buckeye\_Mom [Edit Delete](#)

Should this person... be allowed to log in?  Yes  No

The page at https://commerce.cashnet.com says: x

Are you sure you want to delete Buckeyez\_Mom?

## 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

Jane Smith has created an GuardianID account for you at The Ohio State University

### ePayment Site

noreply@osu.edu

Sent: Thu 8/7/2014 11:28 AM

To:

Jane Smith has created an account for you at The Ohio State University - Main Campus (Training).

Your login information is:

Guardian Username: Buckeye - Mom

Password: HyRY6sdFQ

To access the account, please click the link below:

<https://commerce.cashnet.com/osutestpay?LT=P>

(If clicking the link does not work, please copy and paste the information into your browser.)

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

The screenshot shows the login page for The Ohio State University ePayment Site. At the top left is the OSU logo and the text "THE OHIO STATE UNIVERSITY". At the top right is "The Ohio State University ePayment Site". The main content area has a grey box containing three input fields: "Guardian", "Username", and "Password". Below these fields is a red "Login" button. To the right of the grey box are two blue links: "Students, click here to login" and "Forgot Password". At the bottom left of the grey box is a "Login help" link.

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.

The screenshot shows the password reset page for The Ohio State University ePayment Site. At the top left is the OSU logo and the text "THE OHIO STATE UNIVERSITY". At the top right is "The Ohio State University ePayment Site" and the username "Buckeye\_Mom". The main content area has a red heading "Change Password" and a red instruction: "To protect the privacy of your account, please enter a new password at this time." Below this are three input fields: "Old Password", "Enter New Password", and "Confirm Password". To the right of these fields is a blue heading "Password must have:" followed by a bulleted list: "At least 8 characters.", "2 letter(s).", and "2 non-letter(s).". At the bottom right is a red "Continue" button.

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.


### If You Forget Your Password...

Please select a secret question and answer below. If you forget your password, we will use this secret question to verify your identity.

Secret Question	<input type="text" value="[Select a Question]"/>
Secret Answer	<input type="text"/>

**Submit**

Home   **Make a Payment**   Frequently Asked Questions   Sign Out

 THE OHIO STATE UNIVERSITY

The Ohio State University ePayment Site

Buckeye\_Mom

STUDENTS: Be sure to setup any Guardians you would like to provide access to this site at the bottom left of this page.  
If you have any questions, please contact [Buckeye Link](#).

#### Your Account

Please refer to the Statement of Account for detailed transaction information

Due Now	\$0.00
Total Account Due	\$0.00

**Make a Payment**

*Please Note: Total charges due does NOT reflect pending financial aid. Amounts will be adjusted after aid is disbursed.*

The last payment received was for \$1,112.00 on 3/6/2013.

#### Saved Accounts

You have no saved payment methods. [Add New](#)

#### Account Details

Email: guardian@email.com [Change](#)  
[Change your password](#)  
[Change your secret question](#)

#### Your Recent CASHNet ePayments

[View All](#)

#### Student Links

[Add New](#)

You are currently logged into Jane Smith . If another student has created a Guardian Username for you, click on 'Add New' to create a link to that student.

6. Notice the locations you can select to Make a Payment.

7. Select **Make a Payment**

The screenshot shows the Ohio State University ePayment Site. At the top, there is a navigation bar with links for Home, Make a Payment, Frequently Asked Questions, and Sign Out. Below the navigation bar is the university logo and the text 'The Ohio State University ePayment Site' and 'Buckeye\_Mom'. A red arrow points to the 'Make a Payment' link in the navigation bar. The main content area includes a message for students to set up Guardians and a link to 'Buckeye Link'. There are two main sections: 'Your Account' and 'Saved Accounts'. The 'Your Account' section shows a table with 'Due Now' and 'Total Account Due' both at \$0.00. Below this table is a red 'Make a Payment' button with a red arrow pointing to it. The 'Saved Accounts' section shows 'You have no saved payment methods.' and an 'Add New' link. The 'Account Details' section shows the email 'guardian@email.com' and links for 'Change', 'Change your password', and 'Change your secret question'. A note at the bottom states: 'Please Note: Total charges due does NOT reflect pending financial aid. Amounts will be adjusted after aid is disbursed. The last payment received was for \$1,112.00 on 3/6/2013.'

8. Select **Checkout**

The screenshot shows the Ohio State University ePayment Site. At the top, there is a navigation bar with links for Home, Make a Payment, Frequently Asked Questions, and Sign Out. Below the navigation bar is the university logo and the text 'The Ohio State University ePayment Site'. The main content area includes a message: 'Your account currently has the following charges:'. Below this is a table with columns 'Description' and 'Pay Amount'. The table shows 'Amount' with a value of '\$ 2,918.65' in a text input field. Below the table, there is a 'Subtotal \$' of 2,918.65 and a 'Total \$' of 2,918.65. A red 'Checkout' button is located at the bottom right of the table.

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.

The screenshot shows the Ohio State University ePayment Site. At the top, there is a navigation bar with links for Home, Make a Payment, Frequently Asked Questions, and Sign Out. Below the navigation bar is the university logo and the text 'The Ohio State University ePayment Site'. The main content area includes a message: 'Select Method of Payment'. Below this is a list of three radio button options: 'Enter new credit card information.', 'Enter new electronic check information.', and 'Pay with foreign currency.'. A red 'Continue Checkout' button is located at the bottom right of the list.

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)

The Ohio State University ePayment Site

Please enter your bank account information and click on the 'Continue Checkout' button.

**IMPORTANT!** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.

If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.

Bank Account Number: [text input]  
 Confirm Bank Account Number: [text input]  
 Account Type:  Checking  Savings  
 Routing Transit Number: [text input] [What are my Routing Transit and Account Numbers?](#)  
 Account Holder Name: [text input] Bill Rich  
 Email Address: [text input] brich@getmoney.com

(Optional) Please provide a name for this payment method to be saved for future use:  
 [text input] Bill's Money as MyChecking

(You'll have a chance to review this order before it's final.) [Continue Checkout](#)

### 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)

The Ohio State University ePayment Site

**CASHNet SMARTPAY**

The Ohio State University ePayment Site

Please enter your credit card information and click on the 'Continue Checkout' button.

Credit Card Number: [text input] (Be exact)

Expiration Month: [dropdown]  
 Expiration Year: [dropdown]

Cardholder Name: [text input] Bea Buckeye

Address: [text input] 2012 Champions Lane Enter the address where you receive the bill for this card.

City: [text input] Columbus  
 State/Province/Region: [text input] OH  
 Zip/Postal Code: [text input] 43299  
 Country: [dropdown] United States

Email Address: [text input] be\_a\_buckeye@gmail.com

(Optional) Please provide a name for this payment method to be saved for future use:  
 [text input] as MyCreditCard

(You'll have a chance to review this order before it's final.) [Continue Checkout](#)



## 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.

**Enter Foreign Currency Information**

Country: Mexico  
 Currency: MXN - Mexican Peso

Currency	Rate	Total
Base Currency: US Dollar, USD	-	\$2,918.65
Convert To: Mexican Peso, MXN	13.23	13,101.59

Remitter Name: Rich Dad  
 Email Address: brich@getmoney.com

**Terms and Conditions**

The following screens will provide you with the bank account details for settling to The Ohio State University C/O Western Union. You will need to print this document.

- Then, you will need to take the document to your bank and instruct

Yes, I have read and understood the above information and wish to proceed.

(You'll have a chance to review this order before it's final.) [Continue Checkout](#)

12. Select [Continue Checkout](#)

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

14. Select [Submit Payment](#)

Please confirm the information below. To submit your payment, click on the 'Submit Payment' button.

**Student Balance To Be Paid**

Amount	\$2,918.65
<b>Total Amount</b>	<b>\$2,918.65</b>

**Payment Information**

Email Address: brich@getmoney.com  
 Account Number: XXXXXX  
 Account Type: Checking  
 Routing Transit Number: XXXXXXXX  
 Bank: WELLS FARGO BANK, NA, MINNEAPOLIS, MN  
 Account Holder Name: Bill Rich

[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](#)



The Ohio State University ePayment Site

---

**Transaction Approved**

Receipt Number: 116  
 Customer: TEST, NIA  
 ePayment Transactions  
 Current Date: 10/11/2012  
 Business Date: 10/02/2012

Description	Amount
Amount	\$2,918.65
<b>Total \$2,918.65</b>	

Payments Received	Amount
ePayment ACH transaction Checking Account XXXX Routing # XXXXXXXX WELLS FARGO BANK, NA, MINNEAPOLIS, MN	\$2,918.65
<b>Total \$2,918.65</b>	

Thank you for your payment.  
 Your receipt has been emailed to brich@getmoney.com

[Email Another Receipt](#)

[View Printable Receipt](#)

---

For privacy protection, please sign out and close your web browser.

**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."

**Your Recent CASHNet ePayments**

[View All](#)

---

*Please Note: The below payments **only** reflect web payments made on this site from 10/11/12 and beyond. To see your complete payment history, please visit your [Account Inquiry Page](#).*

10/11/2012	\$2,918.65	<a href="#">View</a>
09/12/2012	\$50.45	<a href="#">View</a>
09/12/2012	\$0.40	<a href="#">View</a>