Walk through:
SIS and Making ePayments

Scenario: Student wants to pay his 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, select MAKE A PAYMENT.
The Payment Options page appears.

3. Select **MAKE A PAYMENT**
4. Once The OSU ePayment Site appears, discover the locations you can select to Make a Payment.

5. Select **Make a Payment**

6. Select **Checkout**
7. 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.

8. Select Continue Checkout

9. 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 Foreign Currency ePayment Jobaid for further overview of this process.*

10. Select
11. Verify that the payment information you have provided is correct.

12. Select **Submit Payment**

Once the transaction is approved, a receipt will appear and confirmation will be sent to your email address.

Additional receipts may be printed by selecting **Email Another Receipt**

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

For privacy protection, please sign out and close your web browser.
NOTE: Payments will appear in real time in the section entitled, “Your recent CASHNet ePayments” and post to your My Buckeye Link on the same business day.