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

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**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 is also available to all OSU students through The Student Wellness Center.

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

**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 payment coupon and obtain mailing address.
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 Continue Checkout
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.