

Walkthrough: Making Foreign Currency ePayments

Scenario: Student wants to pay his tuition and fees using foreign currency.

Path: Sign In to 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 screenshot shows the 'Jane's Buckeye Link' interface. The 'Finances' section is expanded, displaying 'My Account' and 'Outstanding Charges'. The 'Outstanding Charges' table shows:

Category	Amount
Past Due	\$3,512.21
Due Now	\$3,512.21
Future Due	0.00
Total of Outstanding Charges	0.00

Below the table, a message states: '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.' A dropdown menu shows '*Term: 2013 Spr' and a link for 'Statement Of Account'. A green 'MAKE A PAYMENT' button is highlighted with a red arrow.

The right sidebar contains various navigation links: 'SEARCH FOR CLASSES', 'SHARE MY INFORMATION', 'Holds', 'To Do List', 'Enrollment Information', 'Advisor', 'University Offices', 'University Resources', and 'Financial Information'.

The **Payment Options** page appears.

3. Select **MAKE A PAYMENT**

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. Once The OSU ePayment Site appears, discover the locations you can select to Make a Payment.

5. Select **Make a Payment**

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. The OSU logo and name are on the left, and the user name 'Jane Smith' is on the right. A red arrow points to the 'Make a Payment' link in the navigation bar. Below the navigation bar, a message for students is displayed. A section titled 'Your Account' shows a table with 'Due Now' and 'Total Account Due' both at \$3,512.21. A red arrow points to the 'Make a Payment' button below this table. Other sections include 'Saved Accounts' with an 'Add New' link, 'Your Recent CASHNet ePayments' with a 'View All' link, 'Direct Deposit' with an 'Edit' link, and 'Managing Guardian Logins' with 'Add New', 'Edit', and 'Delete' links.

Home Make a Payment Frequently Asked Questions Sign Out

THE OHIO STATE UNIVERSITY

The Ohio State University ePayment Site

Jane Smith

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	\$3,512.21
Total Account Due	\$3,512.21

Make a Payment

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

Saved Accounts

[Add New](#)

Your Recent CASHNet ePayments

[View All](#)

Direct Deposit

Refund: Enrolled [Edit](#)

Managing Guardian Logins

[Add New](#)

You currently have the following Guardian Usernames set up.

Buckeyez_Mom [Edit](#) [Delete](#)

6. Select **Checkout**

The Ohio State University ePayment Site
Bill Dollar

Your account currently has the following charges:

Description	Pay Amount
Amount	
Due Now \$3,512.21	\$ 3,512.21
Total Account Due \$3,512.21	
Subtotal \$ 3,512.21	
Total \$ 3,512.21	

Checkout

7. Select Pay with foreign currency.

The Ohio State University ePayment Site

Select Method of Payment

Enter new credit card information.
 Enter new electronic check information.
 Pay with foreign currency.

Continue Checkout

8. Select **Continue Checkout**

9. The following information is needed to complete Pay with foreign currency transactions:

- 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.

10. Select **Continue Checkout**

The Ohio State University ePayment Site
Nia Test

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: brch@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

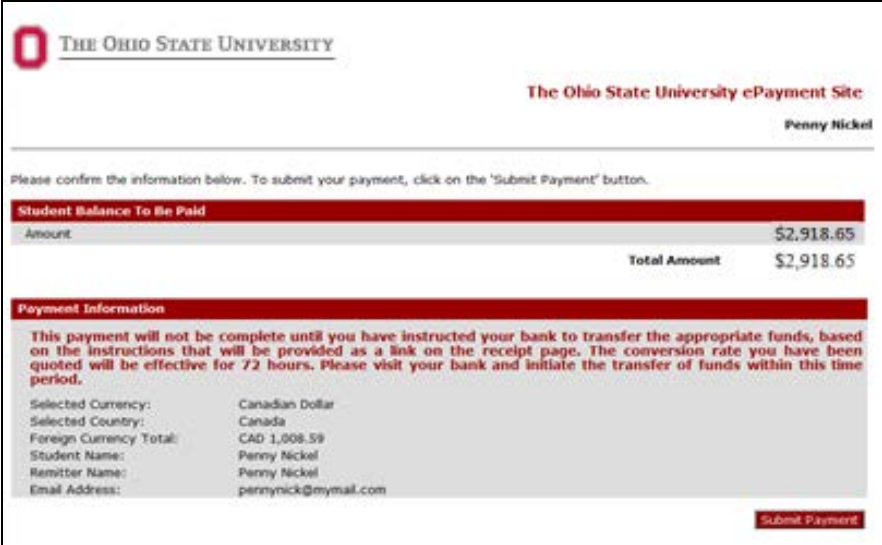
Yes, I have read and understood the above information and wish to proceed.

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

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

NOTE: ePayments made with foreign currency will display as PENDING until the wire transfer of funds via your bank is completed and posted to SIS.

12. Select **Submit Payment**

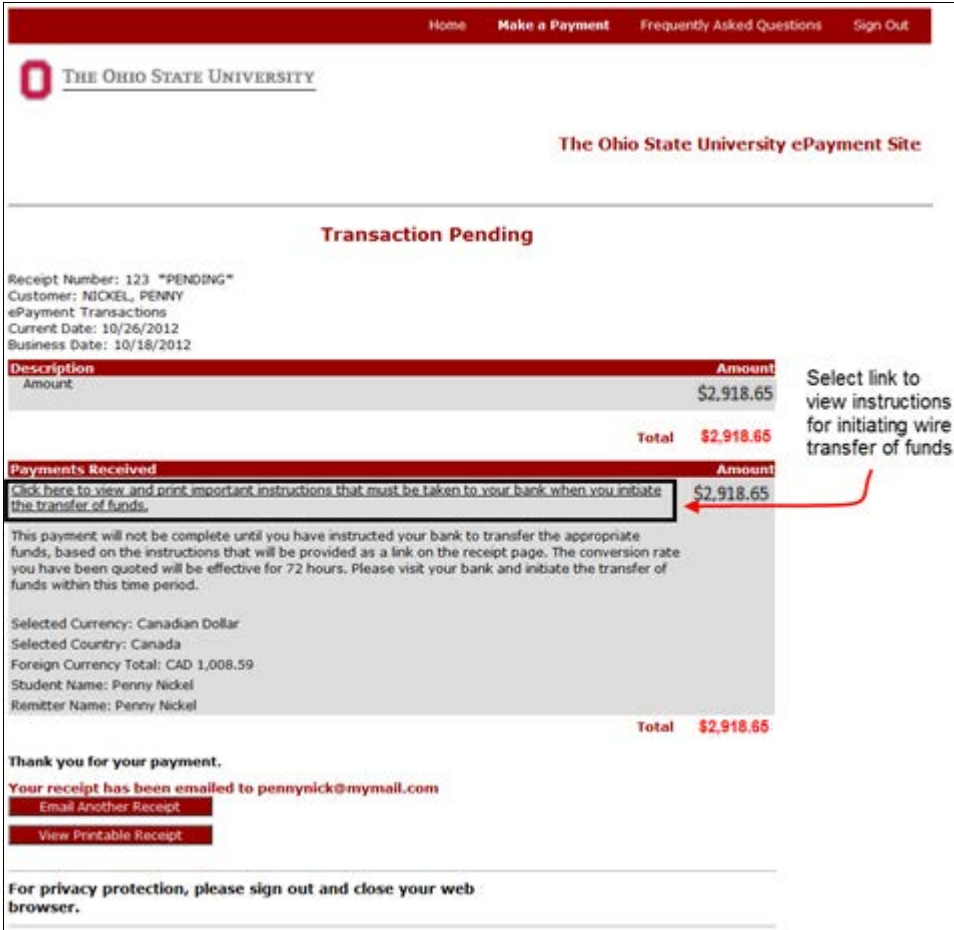


Once the payment is submitted, a transaction pending receipt will appear and a copy will be sent to your e-mail address.

13. Select the link located beneath the payments received section.


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

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



Select link to view instructions for initiating wire transfer of funds

14. View & Print instructions and take with you to your bank to initiate the transfer of funds.



You're nearly there! To ensure that your payment is received by the University without any delays, please follow the instructions below

PAYMENT INSTRUCTIONS

1. Please print this form and take it to your bank or,
2. Transfer funds via your online banking service (if applicable) or,
3. Transfer funds via calling your bank directly

***Amount to Pay:** CAD \$2,918.65

****Reference Transaction ID Number:** 310000125001636
Student Name: Jane Smith
Remitter Name: Jane Smith

*1. Please note that unless the quote is in US Dollars this account cannot accept US Dollars (USD)
 **2. To ensure that your funds are successfully received by the University, [the payment reference must be included on your bank's payment instructions](#). If this reference is missing the payment will not be credited to your account.

Bank Identifier: SWIFT:ROYCCAT2 Transid00300001
Bank Name: ROYAL BANK OF CANADA
Bank Address: 1 Place Ville Marie
 MONTREAL QUEBEC CANADA

Beneficiary name: Traveler Global Business Payments Inc
Account Number/BAN: 1491641
Beneficiary Address: 1152 15th Street NW
 Washington DC 20005

The following quote is valid until: 29 October 2012 18:12 GMT
 You cannot use this sheet after this date. If the date above has passed, go online again and create a new quote.
Note: Payments will be received by Traveler Global Business Payments, a legal entity of Western Union
 Upon receipt the funds will be transmitted to The Ohio State University - Main Campus
 The Ohio State University - Main Campus in partnership with
 Traveler Global Business Payments Inc
 1152 15th Street NW, Washington DC 20005
 Payment Inquiries, please email studentinquiries@westernunion.com
 Phone: 1 877 218 8829

Remember, we're here to help. If you have any questions relating to this transfer, please contact Western Union Business Solutions at studentinquiries@westernunion.com or toll free at 1-877-218-8829.

Western Union® Business Solutions is an operating division of The Western Union Company. Western Union acquired Traveler Global Business Payments, Inc. in 2011. Services in the US are provided by Traveler Global Business Payments, Inc. (collectively referred to as "WU/USD" or "Western Union Business Solutions").
 "Traveler" is a registered trademark of Traveler Exchange Corporation Limited and is used by Traveler Global Business Payments Limited and its affiliates.
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NOTE: Payments will appear as PENDING in the Your recent CASHNet ePayments section until the wire transfer is completed and posted to SIS.

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	View
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