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 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**
**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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/11/2012</td>
<td>$2,918.65</td>
</tr>
</tbody>
</table>

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](#).