Instructions on how to make guest deposits to BG Bucks on the BG1 Card

Step 1
Go to the BG1 Card website http://www.bgsu.edu/bg1card

Step 2
Click “Deposit/Load BG Bucks”

Step 3
Click on the word “online”

Step 4
Click the “Make a Guest Deposit” box. Enter the BG1 cardholder’s first name, last name, and BG1 Card Number. Follow instructions on screen carefully. Click the “Guest Sign In” box.

Step 5
Enter the amount you wish to deposit and click “Next.”

Step 6
Enter your credit card information and billing information and click “Next.”

Step 7
Double check that all information entered is correct and click “Make Deposit.”

Step 8
The following Receipt page will appear in which you may enter up to three email addresses to receive a confirmation email. Click “Send Receipt.”

Step 9
You will then receive the following email:
A deposit of 5.00 USD into account BG1 BUCKS was successfully executed on Jul 30, 2012 2:48 PM.
Account Owner: Freddie Falcon
Transaction Reference: Number Here
Deposit Account: BG1 BUCKS
Deposit Amount: 5.00
Amount Charged to Payment Method: 5.00
All amounts are in US Dollar (USD)
If you have questions regarding this deposit please contact us by e-mail at bg1card@bgsu.edu.

Step 10
The funds are then available for the cardholder to utilize. The cardholder can see the updated account balance under the BG1 Card tab in MyBGSU.