

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>

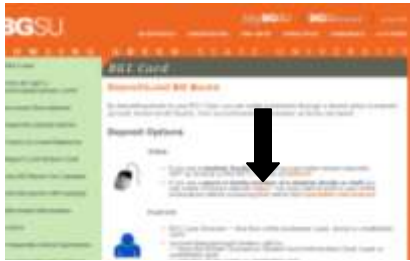
Step 2

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.”



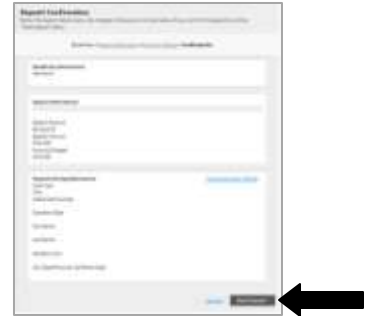
Step 6

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.