INSTRUCTIONS ON HOW TO MAKE GUEST DEPOSITS TO BG BUCKS ON BG1 CARD

Step 1
Go to the BG1 Card Website - www.bgsu.edu/bg1plus

Step 2
Click BG1 Card and then Deposit BG Bucks

Step 3
Click Online and then Guest

Step 4
When redirected to the new website, select "Make a guest deposit".

Step 5
Enter the BG1 cardholder’s first name, last name, and BG1 Card Number. Follow the instructions on the screen carefully. Click the Guest Sign In button.

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 3 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 XX/XX/XX at XX:XX AM/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
If you have questions regarding this deposit please contact us by e-mail at bg1plus@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.