Online Payment System: Instructions for Authorized Payers

You may pass these instructions onto an authorized payer after you set the person up with a user name and password.

That person will get an email with the link to the site (https://quikpayasp.com/bowdoin/bursar/authorized.do) or that person can get to it by going to:

- Bowdoin homepage, www.bowdoin.edu
- Click Parents and Families under Gateways.
- Click OneCard under Offices and Services.
- Click Make an Online Deposit to the OneCard Account which goes to the STUDENT login page.
- Click Authorized Payer on the left.
- Then the person will log in with his/her personal user name and temporary password created by the student. The person will change the temporary password to a personal, permanent password after logging in the first time.

From there...

- Click Make Payment on the left.
- Click Pay to the right of OneCard.
- Enter the amount and payment type.
- Enter the payment information. (You may check the box to save the payment information and give it a name, like "Alaska Airlines Visa Card" so you don’t have to enter the information next time. If you prefer that the system does not retain the payment information, you will not check the box.)
- Click Continue.
- Click Confirm.
- Log Off (upper right corner)

The funds will be deposited to the student card within a few minutes.

OneCard Account Uses:

Students cannot withdraw cash from the OneCard Account, and funds are not transferable (cannot be used to pay the student bill). Funds roll over semester to semester, year to year, and anything remaining when students graduate is credited back to the student bill.

The OneCard Account pays for:

- Bookstore and Textbook Annex purchases
- Laundry at all campus laundry facilities
- Extra food/beverages at Smith Union dining locations (grill, café, store) once students run out of what comes with dining board plans
- Extra meals at dining halls (Thorne and Moulton) if students use up what comes with the dining board plan or have a guest come for a meal
- Snacks at vending machines with card readers
- Color printing, and black and white printing and photocopying (after print allocation is exhausted)
- Information Desk purchases (shuttle tickets, event and movie tickets, Craft Center classes, etc.)

If you have any questions please contact:

Bowdoin OneCard Office
(207) 721-5199 · OneCard@Bowdoin.edu
http://onecard.bowdoin.edu/onecard