Online Payment System: How to Deposit and Set Up Authorized Payer

How to make deposits to your Bowdoin OneCard Account...

- From the Bowdoin homepage, go to the Student Gateway (http://www.bowdoin.edu/gateway/student/).
- Choose Online Payment on the upper left corner.
- Login to the Online Billing & Payment System using your Bowdoin login name and password (same as your Bowdoin email login).
- 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 your OneCard within a couple of minutes.

How to set up a person to make deposits to your Bowdoin OneCard Account...

You may set up a parent or other individual to make payments online to your Bowdoin OneCard Account as an “authorized payer.” Authorized payers may see the tuition and fees bill, save payment information, and their payment transaction history is saved for future viewing. The steps you’ll need to take to set up an authorized payer are as follows:

- From the Bowdoin homepage, go to the Student Gateway (http://www.bowdoin.edu/gateway/student/).
- Choose Online Payment on the upper left corner.
- Login to the Online Billing & Payment System using your Bowdoin login name and password (same as your Bowdoin email login).
- From the left side, choose Authorize Payers.
- Click the Add New button.
- Enter the individual’s name, a login name (e.g. father), a temporary password that is at least 8 characters long with at least 2 letters and 2 numbers (e.g. anchorage907), enter the temporary password once more, and finally enter the individual’s email address.
- Click Add.
- An email will be sent to the individual with the Online Payment System Authorized Payer website address, and the login name you’ve created for that person.

***YOU MUST CONTACT THE INDIVIDUAL TO LET THAT PERSON KNOW THE LOGIN NAME AND TEMPORARY PASSWORD YOU HAVE PROVIDED.***

Checking Your Balance:

If you need to know your OneCard balance, you may check it by visiting the Online Payment System website (click Make Payment from there) or by visiting the OneCard website (choose Check Your Balances—this shows all balances, including how many meals you have left for the week, etc.).

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:

- 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, black and white printing and copying (after printing allocation is exhausted)
- Information Desk purchases (shuttle tickets, event and movie tickets, Craft Center classes, etc.)
- Bookstore and Textbook Annex purchases

If you have any questions please contact:
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http://onecard.bowdoin.edu/onecard