

Credit Card Deposits

Step 1:

- Go to www.calbaptist.edu/lancerbucks

Step 2:

- Click "Make a Lancer Bucks Credit Card Deposit"

Step 3:

- Click "Make a guest deposit"
(DO NOT CREATE AN ACCOUNT)

* If you are using a mobile device, you might need to scroll down to see the deposit button.

Step 4:

- Enter student's First/Given Name (i.e. Thomas not Tom)
** do not include the last name*
- Enter student's LancerMail (@calbaptist) Email Address
- Enter student's CBU ID number
- Click "Contribute"

The screenshot shows the Lancer Bucks website. At the top, there is a navigation bar with 'CBU', 'Admissions', 'Academics', and 'Student Services'. Below the navigation bar, the page title is 'Lancer Bucks'. The main content area includes a description of the Lancer Bucks account, a section for 'Deposits', and a link for 'Credit Card Deposit Instructions'. The link 'Make a Lancer Bucks Credit Card Deposit' is circled in yellow. A yellow arrow points from this link to the 'Step 2' instruction box.

The screenshot shows the 'Sign In' page. It has a form with fields for 'Username' and 'Password'. Below the form, there is a 'Sign In' button and a link for 'Recover your password'. At the bottom of the page, the 'Make a guest deposit' button is circled in yellow. A yellow arrow points from this button to the 'Step 3' instruction box.

The screenshot shows the 'Make a guest deposit' page. It has a form with fields for 'First Name', 'CBU Email Address', and 'CBU ID Number'. Below the form, there is a 'Contribute' button circled in yellow. A yellow arrow points from this button to the 'Step 4' instruction box.

Step 5:

- Select "Lancer Bucks " from the dropdown menu
- Enter amount you would like to deposit (CBU does not charge a convenience fee)
- Click "Next"

Make Guest Deposit

Beneficiary—Deposit Information—Payment Information—Confirmation

Deposit Information

Select the account you want to deposit funds to.

Lancer Bucks

Deposit Amount

Enter the amount you want to deposit.
Minimum deposit amount: 1.00 USD
Maximum deposit amount: 1,000.00 USD

1.00 USD

Payment Method

Credit Card

Note: A convenience fee may be applied by the institution to this deposit. A convenience fee is applied to a transaction to cover costs incurred by the institution while processing your payment. If applicable, this will be displayed on your deposit confirmation.

Transact will redirect you to Windcave, a secure Payment Provider, for payment processing. You will be returned to the Transact site when your transaction is completed.

Next

Step 6:

- Enter Credit Card Information and click "Submit"

Blackboard Transact

Amount: \$25.00 (USD)

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:* MM YY

CVC: What is this?

Billing Information

Name:*

Address:*





Postal Code:*

Country: UNITED STATES

Phone Number:*

Cancel Payment Submit

Use of this site for deposit transactions implies consent to all terms and conditions outlined in your agreement with the institution concerning your stored value account(s). For complete details please contact your program administrator.

Step 7:

- Verify Deposit Info and click "Make Deposit"

Confirm Guest Deposit

Confirm information to make a deposit.
Select **Make Deposit** to complete the account deposit.

Beneficiary—Deposit Information—Payment Information—Confirmation

Beneficiary Information

First/Given Name Jack
Customer Number 3
Email Address jackdoe@calbaptist.edu

Deposit Information

Deposit Account Lancer Bucks
Deposit Amount 1.00 USD
Amount Charged 1.00 USD

Payment Billing Information

Card Type MasterCard
Credit Card Number *****4048
Expiration Date 12/2014

Cancel Make Deposit

Step 8:

- Request an email receipt and you're done!

Receipt for Guest Deposit

The account deposit was successful. Print this page for your records.

Beneficiary Information

First/Given Name Jack
Customer Number 3
Email Address jackdoe@calbaptist.edu

Deposit Information

Deposit Account Lancer Bucks
Deposit Amount 1.00 USD
Amount Charged 1.00 USD
Payment Transaction ID 98C5D09F-FE12-4173-837A-E1C178F1930C

Billing Information

Card Type MasterCard
Credit Card Number *****4048

Email Receipt

Email Address #1
Email Address #2