

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"**

Step 1

CBU > University Card Services > Lancer Bucks

Lancer Bucks

A Lancer Bucks account is a flexible spending account that allows students to use their CBU card to make purchases at all campus dining locations, the campus store and the Community Life Office.

Lancer Bucks balances rollover from semester to semester, while a student is enrolled at CBU, and Lancer Bucks are not transferable.

Deposits

Deposits to Lancer Bucks accounts can be made with cash or credit. Cash deposits can be made in the University Card Services Office. Credit card deposits can be made online through the link below. Be sure to read and follow the credit card deposit instructions carefully.

[Credit Card Deposit Instructions](#) (**VERY IMPORTANT! PLEASE READ FIRST!*)

[Make a Lancer Bucks Credit Card Deposit](#)

Students may check their Lancer Bucks balance and meal plan usage online through the [University Card Services page on InsideCBU](#) (login required).

Step 2

Step 3

Sign In

Enter your account information

Username

Password

[Recover your password](#) or [Sign In](#)

Don't have an account? [Register](#)

[Make a guest deposit](#)

Step 4

Make a guest deposit

To make a guest deposit, please enter the beneficiary's information. (all fields are required)

First Name
(Given name; not nickname)

CBU Email Address

CBU ID Number

[Contribute](#)

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:*

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”

Step 7

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

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