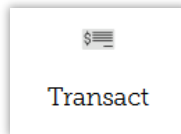


Add Flex Money to your Student ID Card to Purchase Food on Campus

You can add money to your ID card with a credit or debit card at any time. On the main portal page, please click on the icon that looks like a check. On your main portal page, click on the **Transact icon**.



Once you are on the Transact icon, on the left side of the screen, you will see 4 boxes.

A screenshot of the Gwynedd Mercy University eAccounts portal. The header shows the university logo and "eAccounts". Below the header is a navigation bar with "Accounts", "Card Services", and "Profile". Under "Accounts", there are links for "Account Summary", "Account Transactions", "Board Transactions", and "Account". The main content area displays four account boxes: "Bookstore", "FinAid Bookstore", "Merv", and "Student Flex". Each box shows the account name, a small icon, the word "Individual", and a balance of "0.00 USD". The "Student Flex" box has a yellow highlight on the "+Add Money" link at the bottom right.

The last box is labeled **Student Flex**. Click the link inside the box that says **+ Add Money**.

You will need to choose the Deposit Type and enter in the Deposit Amount (dollar amount you want to add to your ID card). Then click **Next** at the bottom right of the screen.

A screenshot of the "Make Account Deposit" form. The form has a progress bar at the top: "Beneficiary--Deposit Information--Payment Information--Confirmation". The "Deposit Information" section is active. It contains four main sections: "Account" with a dropdown menu showing "Student Flex"; "Deposit Type" with a yellow highlight and two radio buttons, "Specific Amount" (selected) and "Balance Top-Off"; "Deposit Amount" with a yellow highlight and a text input field showing "5.00 USD"; and "Payment Method" with a yellow highlight and two radio buttons, "Credit Card" (selected) and another option. At the bottom right, there is a yellow "Next" button. A footer note states: "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."

This will take you to a secure site where you will enter in your credit card and billing information. Once you have entered in your information, click the submit button on the lower right side to complete your transaction. Once processed, the funds will be applied to your Student ID card.

BlackboardPaymentGateway™

Blackboard Transact

Amount: \$5.00 (USD)

Credit Card Payment

Card Number:*	<input type="text"/>
Name On Card:*	<input type="text"/>
Expiry Date:*	MM <input type="text"/> YY <input type="text"/>
CVC:*	<input type="text"/> What is CVC?

Billing Information

Name:*	<input type="text"/>
Address:*	<input type="text"/>
Postal Code:*	<input type="text"/>
Country:	United States <input type="text"/>
Phone Number:*	<input type="text"/>

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.



****After you have completed your transaction, please know to see the funds under the Student Flex section in the Transact icon, you may need to log out and log back into the icon to see the funds on your account****

If you have any questions concerning your Flex account, please email the Campbell Solution Center at csc@gmercyu.edu. Thank you.

