PURCHASE A VISITOR CARD

1. Press "A" on the key pad.
2. When the bill collector flashes green insert $1 bill into bill collector.
3. Press "D" on the key pad to end the session.
4. The instructions below should be followed to add funds to the visitor card so that it can be used to make purchases.

ADD MONEY

You can add money to your myONECARD or VISITOR Card by:

1. Visiting the myONECARD website: www.govst.edu/myONECARD or by

2. Adding cash bills to this cash loader.

TO USE THIS CASH LOADER - READ THE ELECTRONIC DISPLAY ON MACHINE

1. Slide your myONECARD or the VISITOR Card into card slot (FACE UP) with the black mag stripe of the card on the bottom right. Remove when the display indicates "Please Remove Card"

2. When green lights flash on bill slot, add $1, $5, $10, or $20 bills into machine. This machine only accepts bills and does not provide change.
3. Read display and on key pad - press D to end transaction and press either C to print receipt or CLR for no receipt. Success!