



## Instructions for Adding Flex Funds/Checking Flex Account Balance to ConnectCard Online

- Access the campus card website at <https://dcc.campuscardcenter.com/ch/login.html>. If you have already created an account, log in with your username and password. Your Account Summary with your account balance as well as the most recent transactions will be displayed.

Account Home
Add Value
<a href="#">Auto Reload</a>
My Profile
Request Funds
Lost or Stolen Card
Activate Cards
Logout

### Account Home

**Name** Jennifer Starsick  
**ConnectCard Number** xxxxx1633  
**ConnectCard Status** Active

**Photo**  
Not Available

[> Upload Photo](#)

### My Accounts

View your accounts and balances below. To view detailed transaction activity select view

	Account	Account #	Available Balance
<a href="#">&gt; View Transactions</a>	Flex Funds	800016287381	\$ 0.83

### Recent ConnectCard Transaction History

View your last ten transactions below. To see more history, please select the "View Transactions" option for a specific account above.

Date	Time	Description	Account	Type	Amount
Feb 15, 2018	12:43 PM	Storm Cellar AUTH	Flex Funds	PTS	6.30
Feb 15, 2018	7:40 AM	Storm Cellar AUTH	Flex Funds	PTS	0.96
Feb 14, 2018	1:16 PM	Storm Cellar AUTH	Flex Funds	PTS	4.33
Feb 14, 2018	12:07 PM	Storm Cellar AUTH	Flex Funds	PTS	0.96
Feb 13, 2018	9:17 AM	Storm Cellar AUTH	Flex Funds	PTS	0.96
Feb 12, 2018	12:32 PM	Storm Cellar AUTH	Flex Funds	PTS	6.07
Feb 12, 2018	12:28 PM	ADDVALUE	Flex Funds	PTS	20.00
Sep 15, 2017	7:35 AM	Storm Cellar AUTH	Flex Funds	PTS	0.96
Sep 13, 2017	8:29 AM	Storm Cellar AUTH	Flex Funds	PTS	0.96
Sep 12, 2017	8:17 AM	Storm Cellar AUTH	Flex Funds	PTS	0.96

- To add funds through your account, select “Add Value” from the menu to the left of the screen. Enter the payment amount and the remaining information requested. Click “Next Step” when complete.

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### Add Value

#### Step 1 : Payment Amount

Enter how much value you would like added to each account. You can add value to one or more accounts.

Account	Balance	Payment Amount
Flex Funds	\$ 0.83	\$ <input type="text"/> .00

Payment Grand Total :

\$ 0

#### Step 2 : Payment Method

Enter the payment information of the debit or credit card you would like to pay with. You can select a previously saved payment method or enter a new one.

Use Existing Payment Method :

-- or --

Card Type :

Card Number :

Expiration Date :

Name on Card :

Address 1 :

Address 2 :

City :

State/Province/Region :

Country:

Zip/Postal Code :

Confirmation e-mail address :

Save Payment Method

Card Nickname :

- To add funds as a guest without logging on, access the campus card website at <https://dcc.campuscardcenter.com/ch/login.html>. Select “Quick Add Value”

### Cardholder Account Center

<p><b>Log In</b></p> <p>Cardholders and Authorized Guests Log In here. Usernames and Passwords are case sensitive.</p> <p>Username : <input type="text"/></p> <p><small>User Name or Card Number</small></p> <p>Password : <input type="password"/></p> <p><small>Password must be greater than 5 characters</small></p> <p><input type="button" value="Login"/></p> <p><a href="#">[ Forgot your username or password ? ]</a></p>	<p><b>Register for Web Account Access</b></p> <p>It's quick and easy! And, you'll be able to view account activity, add value, set communications options, and MORE! Have your card handy to complete the registration.</p> <p><input type="button" value="[Register Now]"/></p>
<p><b>Give Money to a Cardholder using 'Quick Add Value'</b></p> <p>Add Value using a credit or debit card without logging in</p> <p><input type="button" value="[Quick Add Value]"/></p>	

Enter the cardholder's last name and seven digit Employee/Student ID number (include any preceding 0s). Once submitted, verify it is the correct cardholder.

### Quick Add Value

#### Find Cardholder

Enter the Cardholder's Last Name and the Cardholder's Student ID.

Cardholder's Last Name :

Student ID :

Enter the amount and other required information. When complete, click "Next Step" to continue with the payment.

### Quick Add Value for [REDACTED]

#### Step 1 : Payment Amount

Enter how much value you would like to each account. You can add value to one or more accounts.

Account	Payment Amount
Flex Funds	\$ <input type="text"/> .00

Payment Grand Total : \$ 0

#### Step 2 : Payment Method

Enter the payment information of the debit or credit card you would like to pay with. You can select a previously saved payment method or enter a new one.

Card Type :

Card Number :

Expiration Date:

Name on Card :

Address 1 :

Address 2 :

City :

State/Province/Region :

Zip/Postal Code :

Country: