



PURCHASE A VISITOR CARD

1. Touch the screen
2. Click the “Purchase New Card” Button
3. When the bill slot flashes green insert \$1 bill into bill slot.
4. Card will dispense from machine
5. Press the “Exit Print Receipt Button” to end the transaction and print a receipt or press the “Exit No Receipt Button” to end the transaction without a receipt.
6. 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:

- Visiting the myONECARD website:
www.govst.edu/myONECARD

or

- Adding cash bills to this cash loader.

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

1. Touch the screen
2. Slide your myONECARD or the VISITOR Card into card slot (FACE UP) with the black mag stripe of the card on the bottom right. Insert and remove your card immediately.
3. When the screen says “Choose Payment Method” click on the “Cash or Check Balance” button
4. 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.
5. Read the screen and press the “Exit Print Receipt Button” to end the transaction and print a receipt or press the “Exit No Receipt Button” to end the transaction without a receipt.

Governors State University – Auxiliary Services

1 University Parkway, University Park, Illinois 60484-0975
myONECARD@govst.edu | 708.235.7110