MOUNT IDA COLLEGE
MUSTANG CASH
WELCOMED
www.mountidaonecard.com

Auto Reload –
A Great Budgeting
Tool for Everyone!

Conveniently manage your student's financial needs at school with one of our Auto Reload options. This time-saving feature enables you to automatically add value to your student's Mustang Cash account, on a schedule you create.

To set up an Auto Reload, follow the step-by-step instructions below. You will first create a payment method and then establish the parameters of your Auto Reload schedule.

Creating your Payment Method

1.   Visit **www.mountidaonecard.com**, click on "LOG IN/REGISTER" in the upper right corner of the screen.

2.   Log In to your student's account using your Guest Username & Password.

3.   On the Left Menu, click on "My Profile" and select "Payment Methods".

4.   On the Page, under "My Credit & Debit Cards", click on "Add New".

5.   On the Page, under "My Credit & Debit Cards - Add"; Complete the form Click Submit.

You will receive a "Payment Method Added" Confirmation Message.

Establishing your Auto Reload Schedule

1. On the Left Menu, click on "Request Funds" under "My Profile".
2. On the Page, under "Auto Reload Setting", check the appropriate boxes to set up your parameters:
3. Select when to add value:
   o   For low balance, enter the amount of the low balance
   o   For every week, select the day of the week
   o   For every month, select the day of the month
4. Select Payment Method
5. Specify How Much/Amount by entering the amount to be added
6. Click Save.
   a. Congratulations! You have successfully established an Auto Reload schedule.
7. On the Left Menu, click "Logout"

If you have any questions, please contact the Mount Ida One Card Service Center at **1-888-424-4045**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at **mycard@mountidaonecard.com**.