

# Manage Your WCTC myCard

## Easy access to your WCTC myCard account online!

The WCTC myCard works as a prepaid account card that can be used just like cash on campus. Access your financial aid, use for on-campus dining or at the WEPA print kiosks. When the balance on the myCard gets low, simply reload or add money to the card.

On the WCTC myCard Services site, you can view your WCTC myCard financial information and add funds.

Access the WCTC myCard Services site through:

- the myWCTC portal
- [www.wctc.edu/technology](http://www.wctc.edu/technology) under WCTC myCard
- the direct link to myCard Services:  
[wctcmypay.wctc.edu/hcsoneweb](http://wctcmypay.wctc.edu/hcsoneweb)

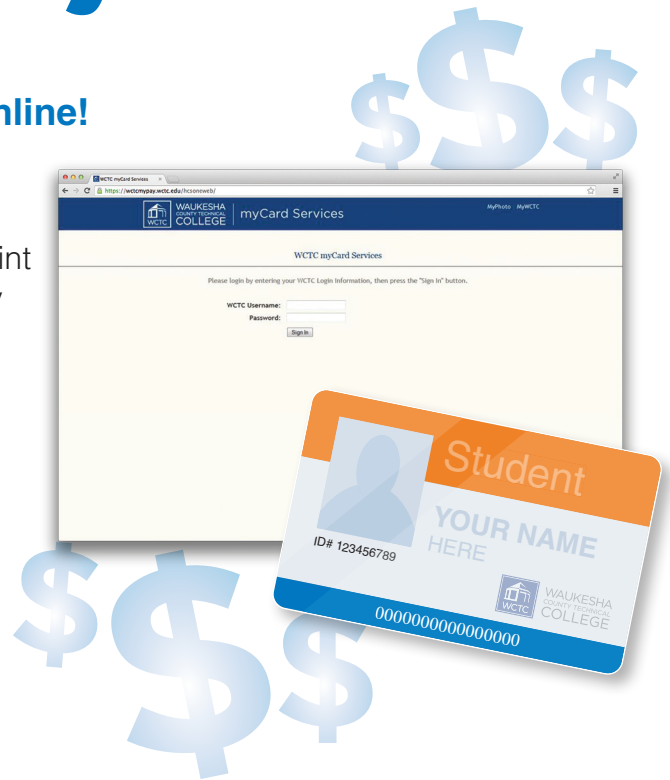
## Services available:

- 1 **Add Cash** lets you add funds to your myCard using a credit/debit card.
- 2 **Parent Pre-pay** is a new feature allowing parents or loved ones to add money to a student's myCard.
- 3 **Financial Status** displays current balances and holds.
- 4 **Financial History** displays transaction history.
- 5 **Financial Statement** breaks down transactions by semester.

*Details on reverse side.*

Upload your own favorite photo to be used on the WCTC myCard. Access myPhoto from the myCard services site at the right end of the navigation bar.

**Questions?** Please contact the Service Desk by email at [servicedesk@wctc.edu](mailto:servicedesk@wctc.edu) or call 262.691.5555.



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## 1 Add Cash lets you add funds to your myCard using a credit/debit card.

This account is your myCash that you can use at the HUB, Daily Grind, other food options, and once your printing allotment is depleted, it can serve for funds with printing as well.

*Note: While most transactions from Visa or MasterCard are immediate, there can be in a pending status for 24-48 hours before deposit is complete on myCard. Please seek transaction details from your card company on their policy.*

**Balance**

#	Name	Type	Amount	Credit
1	MYCASH	Normal	0.00	0.00

Credit Card: \*

Card Validation Digits: \*  What are Card Validation Digits?

Exp. Date[MMYY]: \*

Last Name: \*

First Name: \*

E-Mail: \*

Deposit Amount: \*

Deposit Note:

## 2 Parent Pre-pay is a new feature allowing parents or loved ones to add money to a student's myCard.

- Enter the student's nine-digit ID number printed on their myCard and birthdate.
- Submit.

**Deposit funds**

**Parental pre-pay**

Account

Date Of Birth(MM/DD/YYYY)

## 3 Financial Status

Choose one and submit:

- **Financial Data** displays current balances.
- **Funds on Hold** displays any holds you may have.

**Financial Status Reports**

Please select the reports you would like to view:

Financial Data  Funds on Hold

Enter date to search :

## 4 Financial History

displays your myCard financial history by entering a date range and submitting.

**Financial History Report**

Pass History

Enter Start Date:

Enter End Date:

## 5 Financial Statement

breaks down transactions by account. Choose one and submit.

- **Current Statement** is your financial information for the current semester.
- **Last Statement** is the financial information for the previous semester.

**Financial Statement Reports**

Current Statement

Last Statement

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