



## *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 prepaid accounts.

Before you can set up an Auto Reload schedule, your student must create a Guest User account for you. If you do not have one, please contact your student. Complete instructions for creating a Guest User account can be found at [www.cobycard.com/pdf/Cobleskill\\_Guest\\_User\\_Profile.pdf](http://www.cobycard.com/pdf/Cobleskill_Guest_User_Profile.pdf).

Once you have account access, 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.cobycard.com](http://www.cobycard.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, 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 “**Auto Reload**”.
2. On the Page, 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 first which prepaid account you wish to add the funds to, then the amount to be added. Click “**Save**”.
  - a. Congratulations! You have successfully established an Auto Reload schedule.
6. On the Left Menu, click “**Logout**”

If you have any questions, please contact the CobyCard Service Center at **1 877-711-6261**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at [campuscardcenter@cobleskill.edu](mailto:campuscardcenter@cobleskill.edu) for assistance.