



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 Hawk Cash account, on a schedule you create.

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 on the "How to Add Value" page in the "Hawk Cash" drop down menu at www.sjuhawkcard.com.

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.sjuhawkcard.com, click on "**LOG IN/REGISTER**" on the right side 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 and 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:
 - For low balance, enter the amount of the low balance
 - For every week, select the day of the week
 - 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**".
 - Congratulations! You have successfully established an Auto Reload schedule.

On the Left Menu, click "**Logout**"

If you have any questions, please contact the Hawk Card Service Center at **1-866-341-0101**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at www.sjuhawkcard.com.