

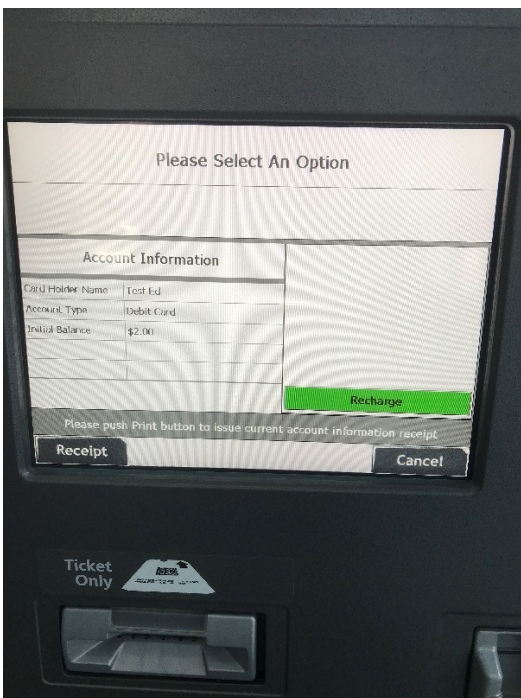
# STEP 1

Scan Keycard at Paystation Reader.



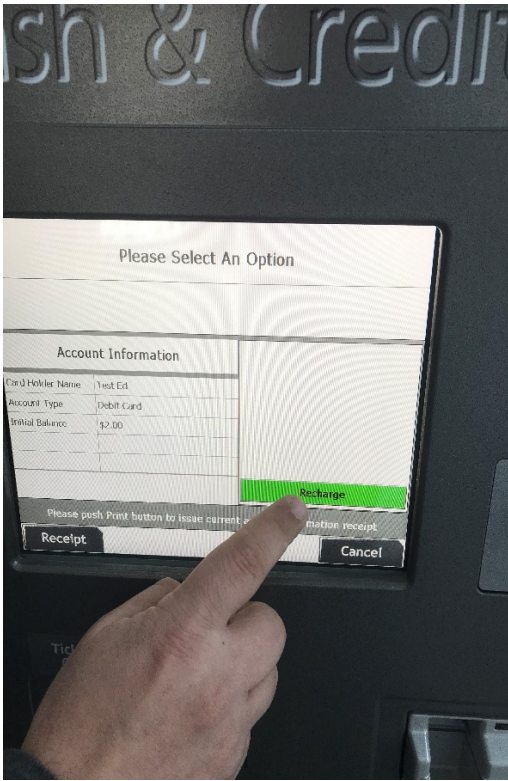
# Step 2

Account information and balance amount will be displayed.



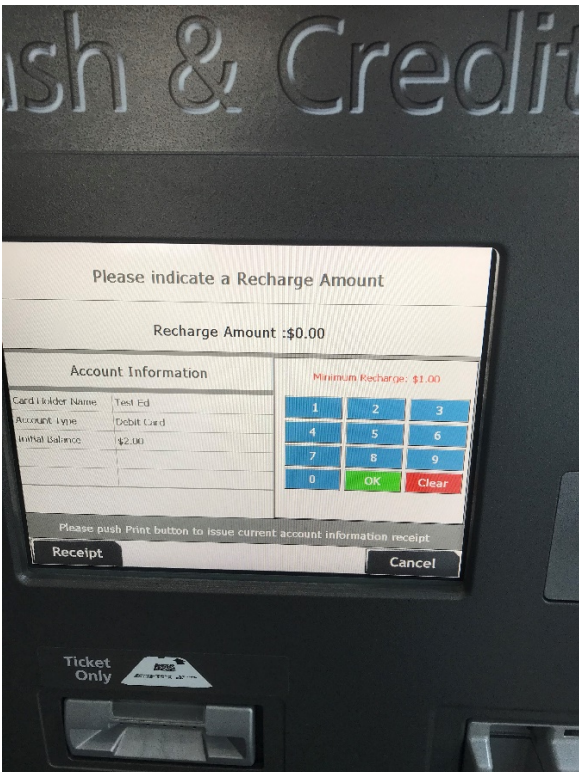
\*Option: Press “Receipt” button on screen if a receipt is needed after transaction is completed.

To add additional funds, Press the Recharge icon on the screen.



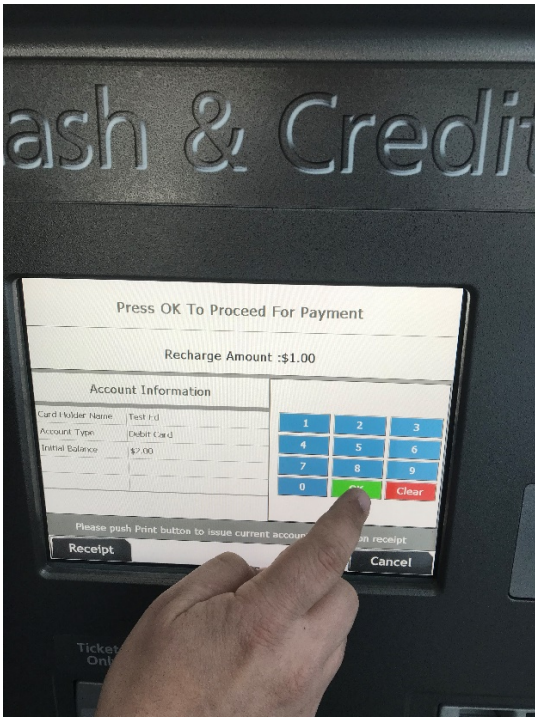
### Step 3

Recharge Amount screen will be displayed.



Enter amount that will be added to the account using the onscreen number pad. Click 'OK' after desired amount is entered.

Note: Default minimum amount that can be added is \$1.00



#### **Step 4**

Payment option screen will then be displayed indicating available payment options.



Proceed with Cash or Credit Card payment. After payment is complete a receipt will be printed, and the recharge transaction is complete.