To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the Gateway 1Card has created the "Guest User" feature. This gives cardholders the ability to grant account access to another individual, usually a parent, so that value can easily be added to a Gateway Campus Cash account. Cardholders select the level of guest account access privileges by choosing one, two, or all three of the following:

- Add Value & Manage Payment Methods - Guests can store a debit/credit card in the secure account center to make it easier to add value or create a Recurring Allowance to automatically transfer funds to a Gateway Campus Cash account on a pre-determined schedule.
- View Account Balances - Guests can see available balance.
- View Account Transaction Activity - Guests can see transaction activity.

To set up a Guest User, cardholders must first register their own Gateway Campus Cash account. For instructions on how to register a Gateway Campus Cash account, go to **www.gtc.edu/gateway1card.**

1. Visit **https://gtc.campuscardcenter.com**
2. **Log In** to your Gateway Campus Cash account using your Username and Password
3. On the Left Menu, click on **My Profile**
4. Under the My Profile Menu, click on **Guest Users**
5. On Page, click on **"Add New"**
6. On Page, under **"My Authorized Guests"**, complete form and choose Account Access Privileges
7. Click **Submit**
8. **Congratulations!** You have successfully added a Guest User!

If you have any questions, please contact any the Gateway 1Card Service Center **1-877-271-1743.** Hours of operation are Monday through Friday between 8 a.m. and 6 p.m. EST.