



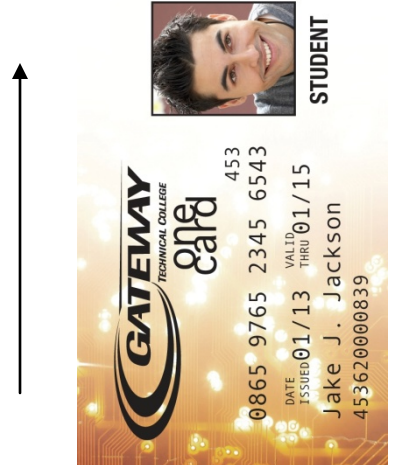
There are two ways to add money to your GatewayOneCard or visitor card:

1. Visit www.gtc.edu/gatewayonecard to add money online using your bank account
2. Visit a cash loader kiosk and insert cash

To add funds to your GatewayOneCard using the cash loader kiosk:

Follow the prompts on the machine display

1. Slide your GatewayOneCard or visitor card into card slot (FACE UP) in direction shown and wait for display to indicate **“please remove card,”** before withdrawing card.
2. When green lights flash on the bill slot, add \$1, \$5, \$10, or \$20 bills into machine. This machine **only accepts bills** and does not provide change.
3. Read display and on the key pad - press D to end transaction and press either C to print receipt or CLR for no receipt. Your card has been successfully loaded with funds.



Purchasing a visitor card

ONLY visitors should buy a visitor card. You do not need to buy a visitor card if you are a Gateway Technical College student or employee.

1. If you want to buy a visitor card, **press 1 on the key pad.**
2. When the green lights flash insert a \$1 bill into the bill slot. You must have a \$1 bill to buy a Visitor Card; the machine won't accept other bills when buying a card.
3. A visitor card will come out of the machine (bottom right).
4. Read display and on key pad - press D to end transaction and press either C to print receipt or CLR for no receipt.
5. Your visitor card balance will be \$0. To add money to your visitor card, follow the **add funds** instructions.