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

1. Visit [www.gtc.edu/gatewayonecard](http://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.