



## **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 C 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 at [CCC Guest User Profile](#).

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.myclevelandcard.com](http://www.myclevelandcard.com), click on "**LOG IN/REGISTER**" in the upper right corner 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. Under "**My Credit & Debit Cards**", click on "**Add New**".
5. Under "**My Credit & Debit Cards - Add**"; complete the form. Click Submit.
6. 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, under "**Auto Reload Setting**", check the appropriate boxes to set up your parameters:
3. Select when to add value:
  - o For low balance, enter the amount of the low balance
  - o For every week, select the day of the week
  - o For every month, select the day of the month
4. Select Payment Method
5. Specify How Much/Amount by entering the amount to be added
6. Click Save. Congratulations, you have successfully established an Auto-Reload schedule.
7. On the Left Menu, click "**Logout**"

If you have any questions, please contact the C Card Service Center at [704-669-4133](tel:704-669-4133) or visit [CCC C Card Site](#).