



How to Create a Guest-user Profile

To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the C Card Program has created the "Guest User" feature. 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 credit/debit card in the secure account center to make it easier to add value or create an Auto Reload to automatically transfer funds to a C 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 C Cash account. Instructions on how to register can be found at [Registration Instructions](#).

1. Visit www.myclevelandcard.com and click on **LOG IN/REGISTER** in the upper right corner of the screen
2. **Log In** to your C 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 the C Card Service Center at

704-669-4024 or visit www.myclevelandcard.com.