

OneCard: GET Funds Web Site

Adding Money to a Student's Card

OneCard funds can be used on- and off-campus. Money may be added to the OneCard online, through the web site GET Funds. There are two ways to add money to a student's OneCard: deposit money into the student's account, or respond to a student's request for funds. The minimum amount for a deposit is \$5.

To deposit into a student's account:

1. Go to the GET Funds web site <https://get.cbord.com/hws/full/login.php>

2. On the right side of the page, click on the link [Click Here to Deposit into a Student's Account](#)

3. Enter the student's **HWS EMPLID** (campus-wide ID number) and **last name**
4. Click **Continue**

5. On the Add Funds section, verify that the dropdown menu displays **OneCard**
6. In the Deposit Amount box, enter the **amount you wish to deposit**

There is a \$5 minimum deposit.

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7. Below that, on the Add Funds page, enter your credit card information in the appropriate fields:

- Name
- Billing address
- Credit card type
- Card security code
- Card number
- Card expiration

8. Below that, on the Add Funds page, enter your e-mail address

After your deposit is complete, a confirmation receipt will be sent to this e-mail address.

9. Click **Continue**

Enter your credit card information below.

Name On Credit Card

Billing Address

City

State / Province:

Zip / Postal Code

Credit Card Type

Card Security Code: [What's this?](#)

Credit Card Number (no dashes)

Expiration

Month Year

Receive a confirmation receipt by entering your email address below:

Email

Continue or Cancel

10. On the Confirmation page, verify that your **amount**, **credit card**, and **e-mail** are correct

11. Click **Continue**

Your credit card will be charged for the deposit and an e-mail receipt will be sent to the e-mail address you entered.

Student ID Add Funds 3 Confirmation

Please review the information below. If it is correct, press Continue to complete your desposit.

Account: OneCard

Deposit Amount: \$ [redacted]

Credit Card: [redacted]

Email: [redacted]

Continue or Cancel

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To respond to a student's request for funds:

A student may log in to the GET Funds web site and "Ask For Funds". On the lower right of the Overview page in the GET Funds site is a section in which a student may enter someone's name and e-mail address to request funds be deposited (see image at right).

Ask For Funds:
Need funds fast? Send an email to someone close to you and ask them for funds!

Recipient Email:

Recipient Name:

OneCard

Enter Message Here.

If you are the recipient of such a request, you will receive an e-mail from HWS OneCard Office that looks similar to this:

1. Open the e-mail
2. Click on the **click Here** link

In a web browser, you will be taken directly to the Add Funds page.

The recipient information should be already completed.

3. Verify that the **recipient** is correct
4. Add your credit card and e-mail information and continue as detailed in steps 7-11 above



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Student ID Add Funds Confirmation

You are depositing to the account of [REDACTED]
If this is incorrect, go back to Step 1 to identify the recipient.

Fill out the fields below and press Continue to view a confirmation screen. Your credit card will not be charged by pressing Continue.

OneCard

Enter your credit card information below.

Name On Credit Card

Billing Address

City

State / Province:

Zip / Postal Code

Credit Card Type

Card Security Code: [What's this?](#)

Credit Card Number (no dashes)