

How to Add Value to your OneCard

Because there is a charge to print & copy on campus, your MassBay OneCard acts as a debit card. You may add money either through your personal PayPal account or through a credit or debit card.

1 Go to the MassBay website (www.massbay.edu) and click on the **HelpDesk** link towards the bottom of the web page



2 If necessary, scroll down to find and click on the **Add Value to OneCard** button



2 Note that you can go directly to that website by clicking on <https://eqcas.massbay.edu/EQWebClient>

3 Type in your MassBay username in the first textbox
3 Type in your MassBay password in the second textbox
Click on the **Login** button



After a brief message stating that you successfully logged in, you will see a screen similar to the one to the right

4 Note that the current balance on your MassBay OneCard is displayed in the "upper" right corner
4 To add more money to your MassBay OneCard, click on the **PayPal** button



A screen will appear similar to the one below:

A screenshot of the PayPal deposit screen. It has a progress bar at the top with four steps: "1. Set amount", "2. PayPal settings", "3. Review payment", and "4. Complete payment". The "1. Set amount" step is active. Below the progress bar, it says "Specify the amount to add to your Equitrac Express balance". There are five input fields with red circled numbers 1 through 5: "Current Equitrac Express balance" (8.30 USD), "Amount (min. 10.00, max. 100.00)" (empty), "Transaction fee" (0.30 USD), "Total amount" (0.30 USD), and "Estimated new Equitrac Express balance" (8.30 USD). At the bottom, there is a checkbox with a document icon and the text "I have read and accepted: PayPal Acceptable Use Policy". A "Cancel" button is at the bottom left.

5 The amount in your current balance is displayed in the **first** box
5 You may add any dollar amount, from \$10 to \$100, in the **second** box
The **third** box displays the transaction fee
The **fourth** box displays how much you will be charged for this transaction
The **fifth** box displays your new balance once the transaction is complete

6 For example, if you add \$10 to the second box, Note that the amount you will be **charged** is \$10.30 and that the **new balance** will be \$18.30

Current Equitrac Express balance	8.30	USD
Amount (min. 10.00, max. 100.00)	10	USD
Transaction fee	0.30	USD
Total amount	10.30	USD
Estimated new Equitrac Express balance	18.30	USD

7 To continue, you must click the check box to the left of “**I have read and accepted: PayPal Acceptable Use Policy**”

I have read and accepted: [PayPal Acceptable Use Policy](#)

If you wish to review the policy, click on the link “**PayPal Acceptable Use Policy**”

8 Once you have clicked in the check box, the **Check out with PayPal** button will appear on the lower right of the screen



Click on the Check out with PayPal button to continue

You have two methods of payment: **PayPal** or **debit/credit card**

Note that the **total cost** (in this case, **\$10.30**) will be displayed at the top (1)

- This will include both the amount that will be added to your MassBay OneCard (**\$10.00**) and the service charge (**\$0.30**)

If you want to use your **PayPal** account, enter your login info into the first two text boxes (2 and 3) and then click on the **Log In** button (4)

If you do not have (or don't want to use) a **PayPal** account, click on the **Pay with Debit or Credit Card** button (5)

The following **SECURE** checkout screen will appear:

9 **PayPal Secure Guest Checkout**
We don't share your financial details with the merchant.

Note that the total cost (in this case, **\$10.30**) will be again displayed at the top

Enter your debit or credit card information

Decide if you want to create a PayPal account (note: click on **See terms** for more information)

Click on the **Continue** button at the bottom

You will receive a notice on whether or not your transaction was successful

If it is successful, you will have **immediate** use of money added to your MassBay OneCard

Important Disclaimer: Any funds that remain on your MassBay OneCard are non-refundable. Please be mindful of this as you add funds to your OneCard.