XCASH Deposit Center

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 XCARD Program has created the "Guest User" feature. This gives cardholders the ability to grant account access to another individual, usually a parent, so that value can easily be added via the *XCASH Deposit Center* online. 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 *XCASH Deposit Center* to make it easier to add value or create a Recurring Allowance to automatically transfer funds on a pre-determined schedule.
- **View Account Balances** – Guests can see available balance.
- **View Account Transaction Activity** – Guests can see transaction activity.

Before adding a Guest User, XCARD holders must first setup an *XCASH Deposit Center* profile:

1. Go to **www.waubonsee.edu/xcard** and click "XCASH Deposit Center" in the ADD VALUE sidebar item on the right.
2. Click [Register Now], then submit the "Cardholder Registration" form.
3. **Log In** to the *XCASH Deposit Center* using your *Username* and *Password*
4. In the Left Menu, click on **My Profile**
5. Under the My Profile Menu, click on **Guest Users**
6. On Page, click on **"Add New"**
7. On Page, under **"My Authorized Guests"**, complete form and choose Account Access Privileges.
8. Click **Submit**
9. **Congratulations!** You have successfully added a Guest User!

If you have any questions, please contact the XCARD Service Center toll-free at **1-888-406-7057**, Monday through Friday between 7 a.m. and 5 p.m., or via email at **xcard@waubonsee.edu.**

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