

Conveniently manage financial needs at school with a Recurring Allowance. This time saving feature enables you to automatically add value to a student XCASH account, on your schedule.

To set up a Recurring Allowance, follow the step-by-step instructions below. You will first create a payment method and then establish your Recurring Allowance.

Creating your Payment Method

1. Visit www.waubonsee.edu/xcard, and click “XCASH Deposit Center” in the ADD VALUE sidebar item on the right.
2. Log In to the student’s account using your Guest Username & Password.
3. On the Left Menu, click on “My Profile” and select “Payment Methods”.
4. On the page under “My Credit & Debit Cards”, click on “Add New”.
5. On the page under “My Credit & Debit Cards - Add”; Complete the form; Click Submit.

You will receive a “Payment Method Added” Confirmation Message.

Establishing your Recurring Allowance

1. On the Left Menu, click on “Recurring Allowance” under “My Profile”.
2. On the Page, under “Recurring Allowance” click on “Add New”.
3. On the Page, under “Payment Method & Amount”, complete the form:
 - Select Saved Payment Method
 - Enter Amount in Whole Dollars
 - Choose Allowance Schedule Settings
 - Ensure “Active” setting is selected
 - Click Submit

“Recurring Allowance Added” will appear followed by a summary.

Congratulations! You have successfully established a Recurring Allowance!

4. On the Left Menu, click on “Logout”

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.