

How to Add Value your One Card

You are required to use your MassBay One Card to print, copy, etc. As there is a charge to this, you will need to use your MassBay One Card will act 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 One Card** button



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
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 Not that the current balance on your MassBay One Card is displayed in the "upper" right corner

To add more money to your MassBay One Card, click on the **PayPal** button

A screen will appear similar to the one below:



5 The amount in your current balance is displayed in the **first** box
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	18.30	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**

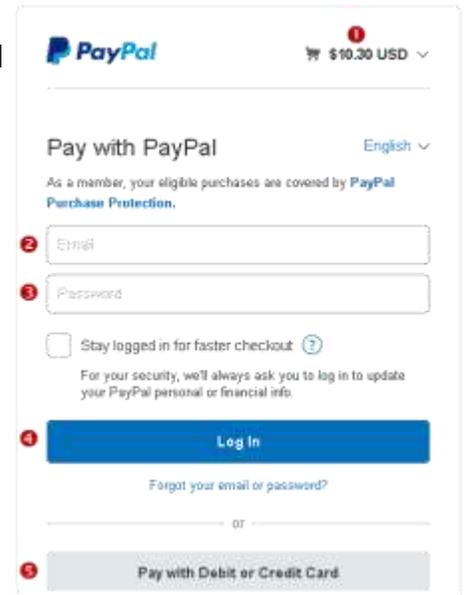
Note that the **total cost** (in this case, **\$10.30**) will be displayed at the top **(1)**

- This will include both the amount that will be added to your MassBay One Card (**\$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:



PayPal \$10.30 USD

Pay with PayPal English

As a member, your eligible purchases are covered by PayPal Purchase Protection.

2 Email

3 Password

Stay logged in for faster checkout

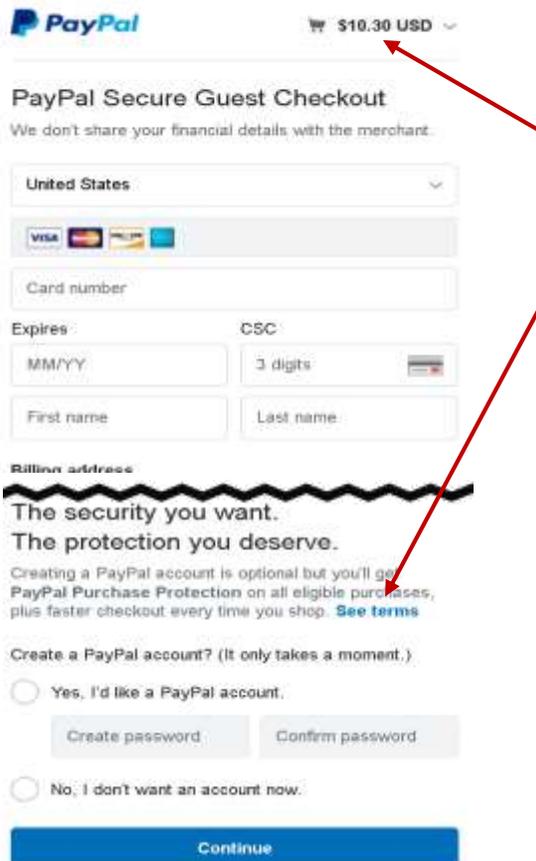
4 Log In

Forgot your email or password?

or

5 Pay with Debit or Credit Card

9



PayPal \$10.30 USD

PayPal Secure Guest Checkout

We don't share your financial details with the merchant.

United States

VISA

Card number

Expires: MM/YY

CSC: 3 digits

First name

Last name

Billions address

The security you want.
The protection you deserve.

Creating a PayPal account is optional but you'll get PayPal Purchase Protection on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes, I'd like a PayPal account.

Create password Confirm password

No, I don't want an account now.

Continue

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 One Card