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.

4. Type in your MassBay password in the second textbox.

5. 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.

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

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

A screen will appear similar to the one below:

- 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.
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.

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

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

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:

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.