



Recurring Allowance – A Great Budgeting Tool for Everyone!

Conveniently manage your student's financial needs at school with a Recurring Allowance. This time-saving feature enables you to automatically add value to your student's Campus Cash 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.stjohnscollege1card.com**; click on **My Account**
2. **Log In** to your student's account using your Guest Username & Password. (See "Parent Privileges" at **www.stjohnscollege1card.com/parents.htm**)
3. On the Left Menu, click on **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**.
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 of your selections.

Congratulations! You have successfully established a Recurring Allowance!

4. On the Left Menu, click on **Logout**.

If you have any questions, please contact the St. John's College 1Card Service Center at **1-866-568-5121**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at **mycard@stjohnscollege1card.com**