



## ***Auto Reload – A Great Budgeting Tool for Everyone!***

Conveniently manage your student's financial needs at school with one of our Auto Reload options. This time-saving feature enables you to automatically add value to your student's Ben's Bucks account, on a schedule you create.

Before you can set up an Auto Reload schedule, your student must create a Guest User account for you. If you do not have one, please contact your student. Complete instructions for creating a Guest User account can be found at [www.fandmbensbucks.com](http://www.fandmbensbucks.com) in the "Ben's Bucks News" section.

To set up an Auto Reload, follow the step-by-step instructions below. You will first create a payment method and then establish the parameters of your Auto Reload schedule.

### **Creating your Payment Method**

1. Visit [www.fandmbensbucks.com](http://www.fandmbensbucks.com), click on "LOG IN/REGISTER" in the upper right corner of the screen.
2. Log In to your 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 Auto Reload Schedule**

1. On the Left Menu, click on "**Auto Reload**".
2. On the Page, check the appropriate boxes to set up your parameters:
3. Select when to add value:
  - For low balance, enter the amount of the low balance
  - For every week, select the day of the week
  - For every month, select the day of the month
4. Select Payment Method
5. Specify How Much/Amount by entering first which prepaid account you wish to add the funds to, then the amount to be added. Click "**Save**".
  - a. Congratulations! You have successfully established an Auto Reload schedule.
6. On the Left Menu, click "**Logout**"

If you have any questions, please contact the Franklin & Marshall ID Card Service Center at **1-855-770-0600**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at [mycard@fandmbensbucks.com](mailto:mycard@fandmbensbucks.com) for assistance.