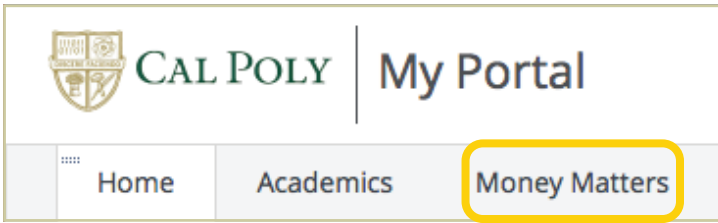


# HOW TO LOAD MONEY ONTO YOUR POLYCARD

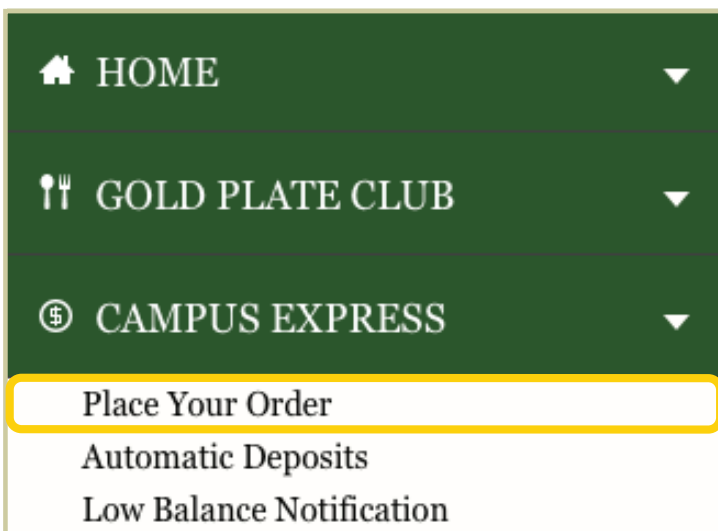
**1** Open your portal, click on **Money Matters**



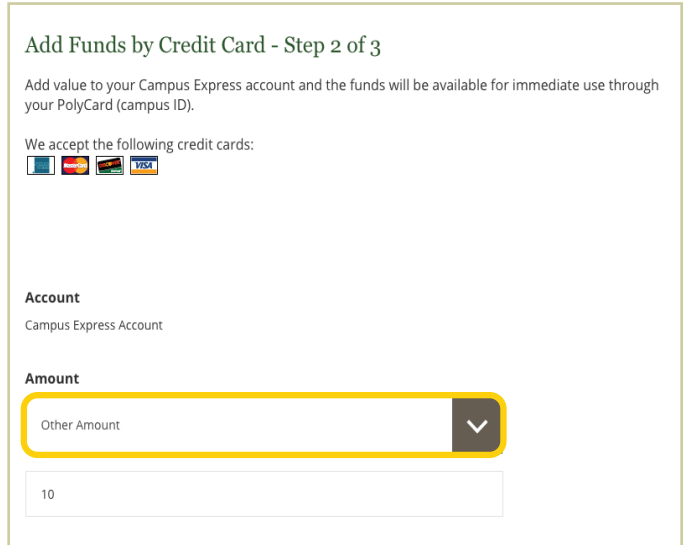
**2** Scroll down and click **Go to My Account or Place Order**



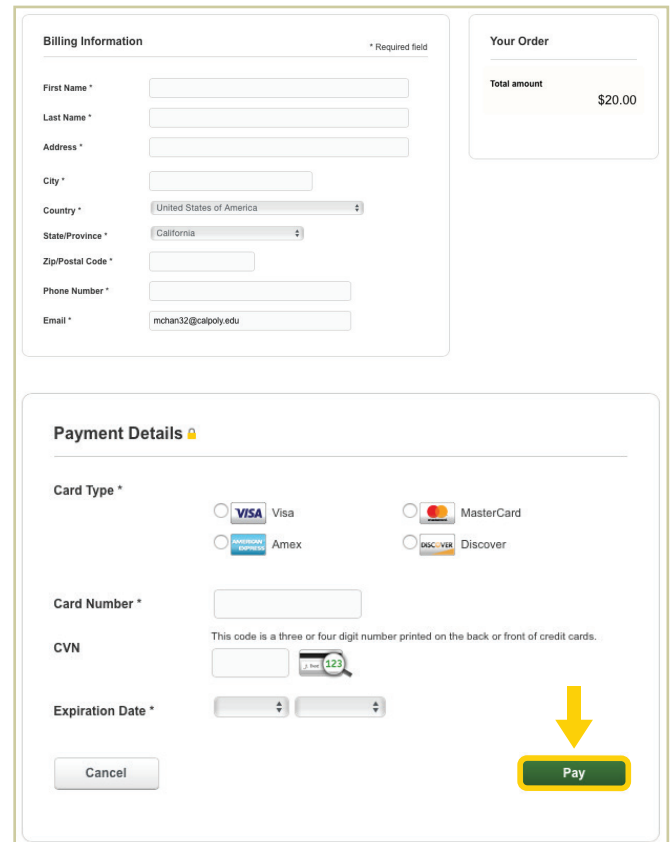
**3** Under Campus Express select **Place Your Order**



**4** Follow **Steps 1 to 3** on the screen and you're done! Select **Other Amount** for options less than \$20



*Make sure to use the correct billing address and press **Pay** when you're done*



Billing Information \* Required field

First Name \*  
Last Name \*  
Address \*  
City \*  
Country \* United States of America  
State/Province \* California  
Zip/Postal Code \*  
Phone Number \*  
Email \* mchan32@calpoly.edu

Your Order

Total amount \$20.00

Payment Details

Card Type \*  
 VISA Visa  MasterCard  
 AMERICAN EXPRESS Amex  DISCOVER Discover

Card Number \*  
CVN This code is a three or four digit number printed on the back or front of credit cards.  
Expiration Date \*

Cancel **Pay**