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**

   - Purchase Gold Plate Meals
   - Add Value to Campus Express
   - View Dining Plan / Campus Express Account Balances

   For more information about Cal Poly Dining, please visit http://www.calpolydining.com

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

   - Add funds by Credit Card - Step 2 of 3

     Add value to your Campus Express account and the funds will be available for immediate use through your PolyCard (campus ID).

     We accept the following credit cards:

     - [Credit Card Logos]

     **Account:**
     - Campus Express Account

     **Amount:**
     - Other Amount:
     - 10

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

     **Billing Information**
     - First Name:
     - Last Name:
     - Address:
     - City:
     - State/Province:
     - Zip/Postal Code:
     - Phone Number:
     - Email:

     **Your Order**
     - Total amount: $20.00

     **Payment Details**
     - Card Type:
       - Visa
       - MasterCard
       - Discover
     - Card Number:
     - CVV:
     - Expiration Date:

     **Pay**