

Conveniently manage your son or daughter's financial needs at school with a Recurring Allowance. This time-saving feature enables you to automatically add value to your son or daughter's KC Dollars 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 <https://keystone.campuscardcenter.com>; click on "My Account"
2. Log In to your son or daughter's account using your Guest Username & Password.
3. On the Left Menu, click on "Payment Methods".
4. On the Page, under "My Debit & Credit Cards", click on "Add New".
5. On the Page, under "My & Debit Credit 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 Student Business Services at **(570) 945-8374**, Monday through Friday between 8 a.m. and 5 p.m. ET or e-mail keykard@keystone.edu.