

## **Give Money to a Card Holder using 'Quick Add Value'**

The Quick Add Value allows one to add value using a credit or debit card with-out logging in. Perfect for Parents and others who would like to give money to a card holder.

To add value

1. Visit [www.keystone.edu/keykard](http://www.keystone.edu/keykard) and click on "Access Your Account"
2. At the bottom of the page click on **[Quick Add Value]**
3. You will need the cardholders (student) last name and either their ID number or last four digits of their card number.
4. **Confirm** the card holder information is correct.
5. Insert the amount of KC Dollars to add to the card.
6. Type in credit or debit card information and process your payment through our secure payment gateway.
7. Click on the **"Next step"** button.
8. Confirm and Finalize payment by clicking the **"Submit Payment"** button.

If you have any questions, please contact Student Business Services at **(570) 945-8374**, Monday through Friday between 8:00 am and 5:00 pm ET or email [KeyKard@keystone.edu](mailto:KeyKard@keystone.edu)