

## PantherCard Online Card Office Instructions for Parents

1. Log on to <http://www.palmbeachstate.edu/panthercard.xml>
2. Click on “PantherCard Online” from the links at the left of the screen.
3. View the instructions for Parent/Guest deposits and click on the link to access the deposit site.
4. A new window will open. Click “Make a Deposit” from the choices on the left side of the screen.

The screenshot displays the PantherCard Online Card Office website. At the top, there is a banner with the Palm Beach Community College logo and the text "PALM BEACH COMMUNITY COLLEGE PantherCard". Below the banner, there is a navigation menu on the left with options: "ADD CASH NOW", "NAVIGATE", "Manage Account Home", "Account Activity", "Plans", "Recent Deposits", "Make a Deposit", "FAQ", "News", and "Guest/Parent Login". The main content area features a "Low Balance Warning" section with a link to "Low Balance Warning" and a "PantherCard Office" section with a welcome message and contact information. A "News" section is also present with a link to "Sep 01, 2009: Welcome to PantherCard Online". On the right side, there is a "Personalize" section with links for "Grant additional access", "Request Money", "Low Balance Warning", and "Automatic Deposits". Below this is a "PantherCard" section with contact information for the PantherCard Office, including address, phone, fax, and email. A "NEED HELP?" button is located at the bottom right, and the website is powered by JSA.

5. The deposit form will request the card number in order to identify the account for the deposit. This is a 14 digit number that will begin with “24” in most cases. In some cases, this 14 digit number will begin with a string of zeroes. Please be advised that the number will change each time a new card is issued. Please be sure to have the correct number in order to guarantee an immediate deposit to the account.
6. Complete the form requesting billing and credit card information as well as the amount of the deposit. Press “next” and then “complete” to finish the transaction.
7. Once completed, the funds will immediately be available for use.