



# PantherCard

## ***Depositing Money to Your PantherCard***

*(Detailed instructions are available at [www.palmbeachstate.edu/panthercard.xml](http://www.palmbeachstate.edu/panthercard.xml))*

### ***PantherCard Deposits Can be Made:***

- At CMC machines located on each campus (cash deposits only)
- At your campus cashier (deposits available by the next business day)
- Via the web (deposits available immediately—detailed instructions provided below)

### **Students**

1. Log on to PantherWeb (<https://www.palmbeachstate.edu/pantherweb.xml>)
2. Select “**Information**” from the choices that appear on the yellow menu at the top of the page.
3. Scroll down the page and select “**Panthercard Online Card Office.**”
4. Click “**Logon to the PantherCard Office**” to access your account. You are now logged into the PantherCard Online Card Office.
5. To add funds, select “**Make a Deposit.**”
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. Be sure to log out when you have completed your transactions.

### **Parents/Guests**

1. Log on to [www.palmbeachstate.edu/panthercard.xml](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 screen will open. Click “Make a Deposit” from the choices on the left side of the screen.
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. Please next and then complete to finish the transaction.
7. Once completed, the funds will immediately be available for use.

### **Faculty/Staff**

1. Log on to the employee web (<https://www.palmbeachstate.edu/x5727.xml>).
2. Click on “**Miscellaneous**” from the yellow bar at the top of the page and then select “**PantherCard Online Card Office.**”
3. Click “**Logon to the PantherCard Office**” to access your account. You are now logged into the PantherCard Online Card Office.
4. To add funds, select “**Make a Deposit.**”
5. 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.
6. Be sure to log out when you have completed your transactions.

*Your PantherCard can be used for purchases at the following locations:*

- *Printing and Copying*
- *Palm Beach State College Follett Bookstore (all campuses)*
- *Cafeteria (Boca Raton, Lake Worth, and Palm Beach Gardens)*