

# *Don't Stand in Line. Get On-Line!*

***Take care of FLEX Account needs from the convenience of your computer.***

Please utilize the web to move money onto your FLEX Account. At the 1Card office, we predict long lines at the start of each semester. If you only need to move your Financial Aid money onto your FLEX Account, please do so through BannerWeb's registration page (instructions are below). If you need to move funds from a credit/debit card, please view the information to the right of the page. The only reason anyone would need to stand in line at the 1Card office is if they must replace/receive their 1Card. Here are instructions on how to add your Financial Aid to your FLEX Account.

- Login to Banner
- Click on Student and Financial Aid
- Click on Registration and select the current term
- Click on Select FLEX amount
- Put in whole dollar amount then click submit

*\*Please note: The funds take approximately 20 minutes to hit your FLEX account.*

Credit card transactions are instant. If you have never utilized the on-line card office, or it has been a while here are step-by-step instructions on how to do so.

- First go to <http://www.vsu1card.com>
- Click the "on-line card office" link under the Main Menu
- Click on "checking your FLEX Account balance"
- Under login use your Windows Live e-mail and password
- Then click on "Card Deposit" to make a credit/debit card deposit

*\*\*Important information/dates concerning FLEX can be found on our website throughout the semester, so please check it often.*



*1Card Services*

