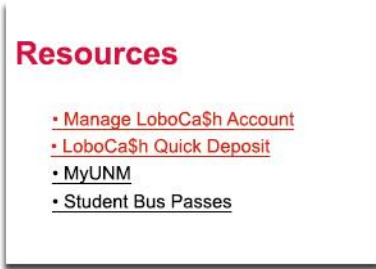


## Depositing LoboCa\$h

Point browser to <http://lobocard.unm.edu>

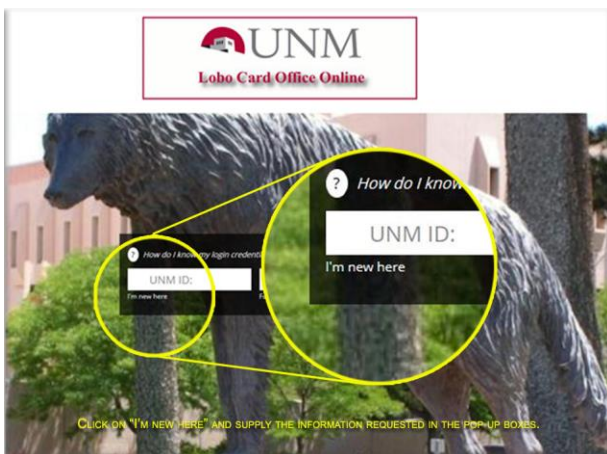
Look for “Resources” in red in the left column –



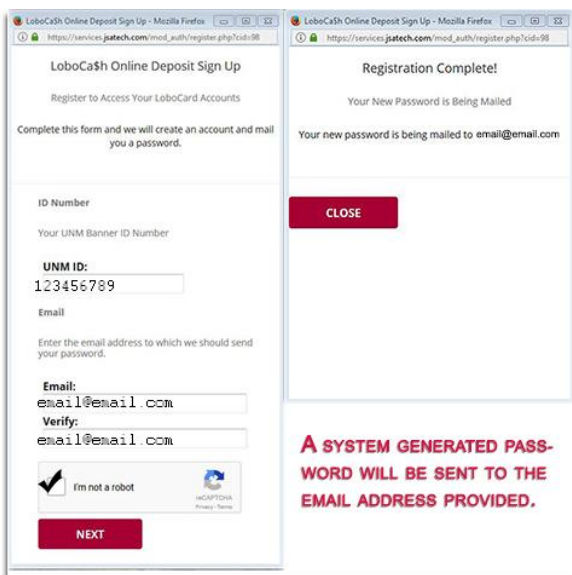
If interested in saving card information for future deposits, click on “Manage LoboCa\$h Account”.

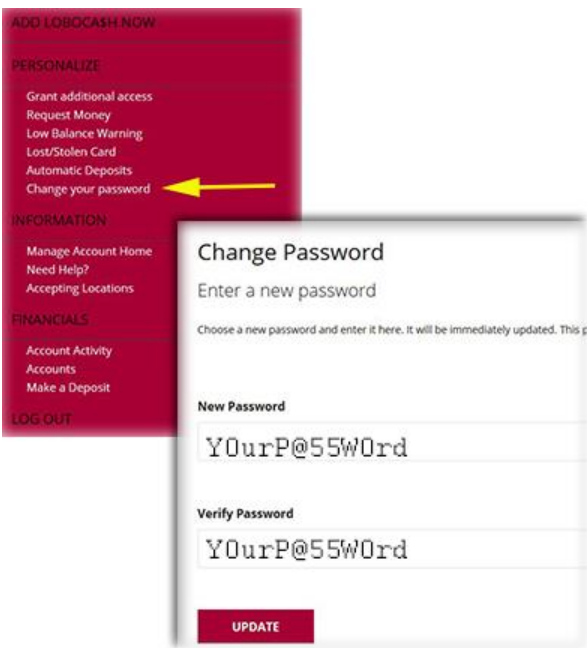
If no card data is to be saved, click on “LoboCa\$h Quick Deposit”.

Clicking on “Manage LoboCa\$h Account” directs to the home page of the LoboCard Office Online website –



Click on the “I’m new here” and supply the information requested in the pop up box –





Once the password has been changed, add LoboCa\$h by clicking the link “Add LoboCa\$h Now” –



Clicking on the link will bring up the Terms & Conditions page –

### Terms and Conditions - Applies to Lobo Cash Only

1. This contract is executed between the Cardholder and University of New Mexico Auxiliary Services (UNM). This contract pertains to the creation of a Lobo Card spending account (LOBOCASH), which is an option available to students, employees, faculty, and staff of UNM and other individuals designated by UNM. "Dining Points" are covered under the resident meal plan agreement and are separate from this agreement.

2. The term of this contract begins when an initial deposit is made to the Lobo Card LOBOCASH account and ends when the Cardholder graduates or withdraws from the University (students), terminates employment (faculty/staff/employees), or the Cardholder's Lobo Card expires (other individuals/guests). By depositing funds in the LOBOCASH account the Cardholder acknowledges receiving and agreeing to these terms and conditions.

3. The Lobo Card LOBOCASH account is a record of pre-deposited funds accessed for the purpose of purchasing products and services at UNM.

4. The LOBOCASH account shall be activated by the Lobo Card Office upon proper verification of University status (Enrolled Student, Faculty/Staff, Alumnus, Board of Regents, Retirees, Guest) and an initial minimum deposit of twenty U.S. dollars (US \$20.00). Deposits may be made: (1) in person at the Lobo Card Office, Housing Reservations Office, Main Cashier Office, and the UNM Bookstores with cash, check, money order, or credit card; (2) by mail with a check, money order, or credit card; (3) by telephone with a credit card only; or, (4) on-line at [www.unm.edu/~lobocard](http://www.unm.edu/~lobocard) with a credit card or



The transaction can't be completed until the “Agree” button is clicked. Please read through them carefully.

Once they've been agreed upon, the page will change to reflect needed deposit information –

Enter the UNM ID # for the recipient –

## Deposit with a credit card

Add money to your LOBOCASH account using a credit/debit card.

Please Note: Deposits made at this site WILL NOT be applied to student account balances. To pay student account balances log in to the UNM portal at <http://my.unm.edu>

To

UNM ID

Choose the deposit amount from the pulldown box (smaller limits are at the top of the list, Other Amount is the last option) –

**Amount**

Select Amount

- \$200
- \$300
- \$400
- \$500
- Other Amount

If Other Amount is chosen, enter amount –

**Amount**

Other Amount

\$ 15.00

Enter an email address –

**Email**

email@email.com

Select desired options and click “Next” –

Save payment information **Check here to save credit/debit card information**

**Select Payment Method**

New Payment Method

Enable automatic deposits **Check here to set up automatic deposits**

**NEXT**

### Billing Information \* Required field

First Name \*

Last Name \*

Address \*

City \*

Country \*

State/Province \*

Zip/Postal Code \*

Phone Number \*

### Your Order

Total amount **\$1.00**

**This will only be required once if billing info is saved.**

### Payment Details 🔒

Card Type \*  VISA Visa  MasterCard  Amex  Discover

Card Number \*

CVN This code is a three or four digit number printed on the back or front of credit cards.

Expiration Date \*

**Card information is saved behind the Credit Card processor's firewall**

Once the page reflects a successful deposit, the funds are in the account and available –

## LOBOCASH Deposit Receipt

Date/Time: 08/25/2017 12:48:14  
Transaction ID: D80232EB0244843  
Reason: Deposit Succeeded.  
Transaction Type: Credit Card  
Total Payment Amount: \$5.00

## Important Notes –

When card information has changed, the deposit source pull down will contain a saved data indicator –

New Payment Method

New Payment Method

CardType XXXXXXXXXXXXX1234

The Quick Deposit link directs to the Terms & Conditions page and from that point, the process is the same.