OneCard: GET Funds Web Site

Adding Money to a Student’s Card

OneCard funds can be used on- and off-campus. Money may be added to the OneCard online, through the web site GET Funds. There are two ways to add money to a student’s OneCard: deposit money into the student’s account, or respond to a student’s request for funds. The minimum amount for a deposit is $5.

To deposit into a student’s account:


2. On the right side of the page, click on the link Click Here to Deposit into a Student’s Account

3. Enter the student’s HWS EMPLID (campus-wide ID number) and last name

4. Click Continue

5. On the Add Funds section, verify that the dropdown menu displays OneCard

6. In the Deposit Amount box, enter the amount you wish to deposit

There is a $5 minimum deposit.
7. Below that, on the Add Funds page, enter your credit card information in the appropriate fields:
   - Name
   - Billing address
   - Credit card type
   - Card security code
   - Card number
   - Card expiration

8. Below that, on the Add Funds page, enter your e-mail address

   After your deposit is complete, a confirmation receipt will be sent to this e-mail address.

9. Click Continue

10. On the Confirmation page, verify that your **amount**, **credit card**, and **e-mail** are correct

11. Click Continue

   Your credit card will be charged for the deposit and an e-mail receipt will be sent to the e-mail address you entered.
To respond to a student’s request for funds:

A student may log in to the GET Funds web site and “Ask For Funds”. On the lower right of the Overview page in the GET Funds site is a section in which a student may enter someone’s name and e-mail address to request funds be deposited (see image at right).

If you are the recipient of such a request, you will receive an e-mail from HWS OneCard Office that looks similar to this:

1. Open the e-mail
2. Click on the click Here link
   In a web browser, you will be taken directly to the Add Funds page.
   The recipient information should be already completed.
3. Verify that the recipient is correct
4. Add your credit card and e-mail information and continue as detailed in steps 7-11 above.