



Recurring Allowance – A Great Budgeting Tool for Everyone!

Conveniently manage your student's financial needs at school with a Recurring Allowance. This time-saving feature enables you to automatically add value to your student's CashLynx account, on your schedule.

To set up a Recurring Allowance, follow the step-by-step instructions below. You will first create a payment method and then establish your Recurring Allowance.

Creating your Payment Method

1. Visit **www.lesleycard.com**, click on "My Account"
2. Log In to your student's account using your Guest Username & Password. (See "Parent Privileges" at **www.lesleycard.com/parents.htm**)
3. On the Left Menu, click on "Payment Methods".
4. On the Page, under "My Credit & Debit Cards", click on "Add New".
5. On the Page, under "My Credit & Debit Cards - Add"; Complete the form
Click Submit.

You will receive a "Payment Method Added" Confirmation Message.

Establishing your Recurring Allowance

1. On the Left Menu, click on "Recurring Allowance".
2. On the Page, under "Recurring Allowance" click on "Add New".
3. On the Page, under "Payment Method & Amount", complete the form:
 - Select Saved Payment Method
 - Enter Amount in Whole Dollars
 - Choose Allowance Schedule Settings
 - Ensure "Active" setting is selected
 - Click Submit

"Recurring Allowance Added" will appear followed by a summary of your selections.

Congratulations! You have successfully established a Recurring Allowance!

4. On the Left Menu, click on "Logout"

If you have any questions, please contact the Lesley Card Service Center at **1-888-841-3340**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at **mycard@lesleycard.com**.