

# DEPARTMENTAL HOSPITALITY CARD Information Guidelines

## HOW TO ADD MONEY TO YOUR DEPARTMENTAL HOSPITALITY CARD

1. Go to **SFNET**.
2. Under the **Campus Services** option, choose **Campus Card Office**.
3. Under the section titled **Departmental Hospitality Card**, click on **Departmental Hospitality Card Transfer Form**.
4. Enter the information indicated on the form.
5. Click the **Submit** button to forward the information to the appropriate parties.

The funds should be available on your card within 24 hours. If you have any questions regarding the funds on your card, please call the Campus Card Office at ext. 5315.

## HOW TO CHECK THE ACTIVITY ON YOUR DEPARTMENTAL HOSPITALITY CARD:

The screenshot displays the Southeastern University Campus Card Office website. On the left, there is a navigation menu with options like 'Manage Account Home', 'Account Activity', 'Plans', 'Recent Deposits', 'Make a Deposit', 'FAQ', and 'News'. The main content area features a 'Sign-In' section with a red header. Below the header, there are two input fields: 'Student ID Number' and 'Password'. To the right of these fields are links for 'login', 'I'm new here', and 'Forgot Password'. A 'Personalize' section is visible on the right side of the page, containing links for 'Grant additional access', 'Request Money', and 'Automatic Deposits'. A dashed line indicates a zoomed-in view of the sign-in form.

1) Complete steps 1 & 2 above.

2) Click on **Check Departmental Hospitality Card Balance**.

**NOTE:** If you have not registered on the Campus Card site before, click on **I'm New Here** under the password box. Your password will be emailed to you.

3) Sign in using the 9-digit ID number located on your card.

4) Enter your Password.

5) Once you click the **Login** button, you will immediately see the activity on your account.

**SOUTHEASTERN UNIVERSITY**

**ADD CASH NOW**

**NAVIGATE**

- Manage Account Home
- Account Activity
- Plans
- Recent Deposits
- Make a Deposit
- FAQ
- News

**Is your card missing?**  
If you have misplaced your card or you think it is being used fraudulently, visit the [Is your ID missing?](#) section of the Personalize Your Card menu to deactivate your account.

**General Account**

Date	Description	Amount	Balance
9/05 04:56 PM	Mi Casa Cafe 03 WS4	-3.36	71.64
9/06 12:54 PM	JSA - Account update	10.00	81.64
9/12 04:52 PM	Mi Casa Cafe 03 WS4	-3.06	78.58
9/19 04:50 PM	Mi Casa Cafe 03 WS4	-6.22	72.36
9/20 08:13 AM	Mi Casa Cafe 03 WS4	-1.28	71.08

Current Current Balance: 71.08  
[View More](#)

**Customer Information**

Name  
Student Name  
Account  
XXXXXX  
[Log Out](#)

**Personalize**

[Grant additional access](#)  
Give access to up to four people to see your online account.

[Request Money](#)  
Let us send an email to a friend or relative for you!

[Low Balance Warning](#)  
A low balance warning email can be sent to you and others.

[Lost/Stolen Card](#)  
Report your card lost or stolen.

[Automatic Deposits](#)  
Setup recurring deposits when your balance gets too low.

[Change your password](#)  
Change your password

**Campus Card Office**

Campus Card Office  
1000 Longfellow Blvd  
Lakeland, FL 33801  
(863) 667-5315  
M-F: 8:00 to 4:00

NEED HELP? Just ask Ben!

Southwestern Home | Campus Card Office U.S. Patent No. 6,963,857

6) Click on the **View More** hyperlink to see older activity on your card.

Make sure you logout when you are finished viewing your account.

## Other Options Available for the Departmental Hospitality Card

**Customer Information**

Name  
Student Name  
Account  
XXXXXX  
[Log Out](#)

**Personalize**

[Grant additional access](#)  
Give access to up to four people to see your online account.

[Request Money](#)  
Let us send an email to a friend or relative for you!

[Low Balance Warning](#)  
A low balance warning email can be sent to you and others.

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You can give permission to up to four other persons to have access to the account by clicking on the **Grant additional access** option. This will allow another person in the department to view activity on the Card.

PLEASE NOTE: This is the same option used by the students to place money on their Campus Card. You will NOT be using the ADD CASH NOW option. All transactions must be completed through the form located on SFNET.

Use the **Low Balance Warning** option when you want to receive an email if the balance on your Departmental Hospitality Card falls below a certain dollar amount.

If you lose your card, you can click on the **Lost/Stolen Card** link and deactivate your card. **CAUTION!!!** Make sure your card is really lost or stolen before choosing to deactivate. See the Campus Card office immediately.

The **Automatic Deposits** option is not usable for the Departmental Hospitality Card.

Should you have any questions, contact the **Campus Card Office** at ext. **5315**.