How to Make a Deposit/Payment on GET Funds

(Coming soon: Payment card types to include American Express!)
After logging in to your user account, find the “Quick Links” menu on the right of the screen.

**Add Funds** – will bring you to the deposit form for making payments/deposits directly to your ID card.

**Add Credit Card** – credit card information can be saved to your user account. You can store multiple cards as needed.

**I Lost My Card** – is a toggle flag which deactivates your ID card from any fraudulent campus transactions if it should go missing from your possession. If you find your card before obtaining a replacement, you can log into your account and re-activate it for transactions.

Next: Logged-in Deposit Form
Making a Deposit After Logging in on Your Registered User Account – Deposit Form

Deposit Amount – select a deposit amount. Purchases will deduct from the deposited balance.

Select an Account – as an employee, the only account available for deposit/payment is the Pre-Paid account.

*If you would like to make a payment toward the A/R balance due or for closing the existing Employee Charge balance owed, the payment amount can be entered under the “Prepaid” account option. Then, be sure to notify the DartCard of your intent so that proper action can be taken to follow-up.

Choose a Credit Card on File – default when no credit card information has been saved is to enter the information fresh.

**Saved credit cards can be selected for easy and fast future deposits.
From the log-in screen:

**Click Here to Deposit into a Student’s Account** – this form is usually used for parents/guardians or other relatives to make deposit/payment to their student’s ID card accounts. This does not prohibit an employee from using the Guest Deposit feature.

**Identify the recipient using the fields below** – the three fields are required. This is to prevent any accidental deposit to an incorrect ID cardholder account.

***If you would like to reimburse a co-worker for a meal/purchase or give a gift, please contact the Dartmouth Card."
Please Choose – as an employee, the only account available for deposit/payment selection is the Pre-Paid account.

Deposit Amount – select a deposit amount. Purchases will deduct from the deposited balance.

*This form is usually used for parents/guardians or other relatives to make deposit/payment to their student’s ID card accounts.

**Using the Guest Deposit form, credit card information is NOT retained. Information will always need to be fully entered for the deposit payment to process.