



How to Set Up Auto Top-up eCash

MYBLUEJAYS™

How to Set Up Auto Top-up eCash



BEFORE YOU BEGIN:

If you wish to make a **one-time** addition of eCash to your *MyBlueJays* Card/mobile Card, please see the tutorial entitled “How to Add eCash to Your Card”.



1. Start by logging in to *MyBlueJays*. From the menu bar, along the top of the page, select “**eCash**”.

How to Set Up Auto Top-up eCash

A screenshot of the Toronto Blue Jays eCash account management page. The page has a blue header with navigation links: ACCOUNT, E-CASH, and CONTACT US. On the right, it shows the user's Points Balance (0 pts) and eCash Balance (\$25.00). Below the header is a large image of a baseball stadium. The main content area is divided into two columns. The left column contains the user's Account ID (9677757) and Member ID (1797973), followed by a green bar showing the current Balance: \$25.00. Below this is a 'Top-Up' section with an 'Amount' dropdown set to \$25.00 and a 'Top Up' button. At the bottom of the left column is the 'Auto Top-Up' section, which is highlighted with a red border. It contains an 'Amount' dropdown set to \$25.00, a 'Minimum Threshold' dropdown set to \$20.00, and a 'Set Up Auto Top-Up' button. The right column is titled 'E-Cash History' and shows a search interface with 'From Date' (2019-02-20) and 'To Date' (2019-02-27) fields, a 'Search' button, and a message stating 'No transactions'.

2. In the Auto Top-up box, select your desired “**Top-Up Amount**”
3. Select, the “**Minimum Threshold**” below. Which means that when your eCash falls below this value, you’re account will be topped-up with the “Top-Up Amount”.
4. Click, “**Set Up Auto Top-up**”.

How to Set Up Auto Top-up eCash



The screenshot displays the 'MyBlueJays' payment portal. At the top, the 'MYBLUEJAYS' logo is on the left and a 'Support' link is on the right. Below the logo, the page is titled 'Payment To: MyBlueJays Portal Action'. On the left, a green box shows a 'Reference' number (85952-6368679186062), a 'Subtotal' of \$25.00, and a 'Total \$25.00'. The 'Payment Type' is set to 'Credit Card'. The card details section includes fields for 'Card Number', 'Expiration Month' (set to February - 02), and 'Expiration Year' (set to 2019). Below these are logos for MasterCard, VISA, Discover, and American Express. A 'CVV' field is also present, with instructions: '3-digit code on back of card' and '4-digit code on front of AMEX'. The 'Billing Information' section contains fields for 'First Name*' (2019), 'Last Name*' (FSBJ19), 'Telephone', 'Email', 'Customer Number', 'Address1*' (1 Blue Jays Way), 'Address2', 'City*' (Toronto), 'State*' (Ontario), 'Zip Code*' (M5V1J1), and 'Country*' (Canada). A note at the bottom left states '*Indicates required field'. At the bottom center, there are 'Pay Now' and 'Cancel' buttons, with a 'paya' logo in between. The bottom right corner features the 'paya' logo and the text 'Exchange Enabled'.

5. You will be directed to a secure site to enter your credit card information. Click “**Submit**” when you are done.

When you initially set up Auto Top-up, your **threshold** amount will be added to your *MyBlueJays* Card/mobile Card and charged to your credit card.

This serves as an authorization transaction. From there an out, after a transaction that drops you below your chosen threshold, your **top-up** amount will be added to your *MyBlueJays* Card/mobile Card.

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A screenshot of the Toronto Blue Jays eCash account management page. The page has a blue header with navigation links: ACCOUNT, E-CASH, and CONTACT US. On the right, it shows the user's Points Balance (0 pts) and eCash Balance (\$25.00). Below the header, there's a section for Account ID (967757) and Member ID (1797973). A green bar displays the current Balance: \$25.00. There are two main sections: "Top-Up" and "Auto Top-Up". The "Top-Up" section has an "Amount:" dropdown set to \$25.00 and a "Top Up" button. The "Auto Top-Up" section has an "Amount:" dropdown set to \$25.00 and a "Minimum Threshold:" dropdown set to \$20.00. A red rectangle highlights the "Set Up Auto Top-Up" button at the bottom of the "Auto Top-Up" section. To the right of these sections is an "E-Cash History" table with columns for "From Date" and "To Date", showing dates 2019-02-20 and 2019-02-27, and a "Search" button. Below the table, it says "No transactions".

6. If you wish to change your credit card information at any time AFTER you set up Auto Top-up, you may do so by clicking “**Disable Auto Top-up**”.


If you wish to set up Auto Top-up with a new credit card, complete the set up instructions in Steps 1-5 again.

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Account ID
9677757

Member ID
1797973



Balance: \$25.00

Top-Up

Amount:
\$25.00

Top Up

Auto Top-Up

Amount:
\$25.00

Minimum Threshold:
\$20.00

Set Up Auto Top-Up

E-Cash History

From Date
2019-02-19

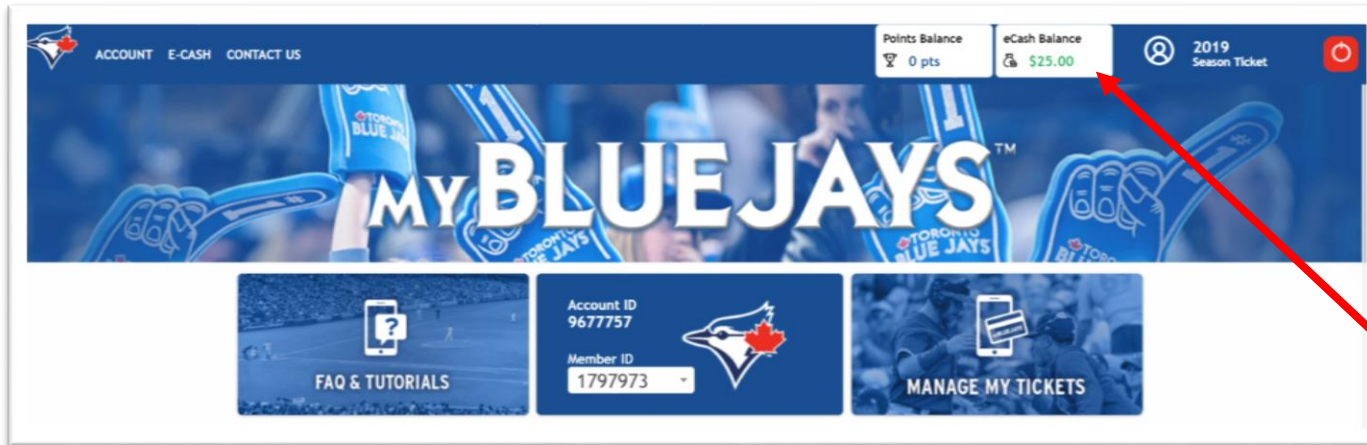
To Date
2019-02-26

Search

No transactions

7. You can view your eCash transaction history on the right hand side of the eCash page at any time.

How to Set Up Auto Top-up eCash



8. You can view your eCash balance at any time in one of two ways:

- In the title bar at the top of your *MyBlueJays* home page.
- On the eCash page.

