How to Set Up Auto Top-up eCash

MY**BLUEJAYS**™

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

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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**".

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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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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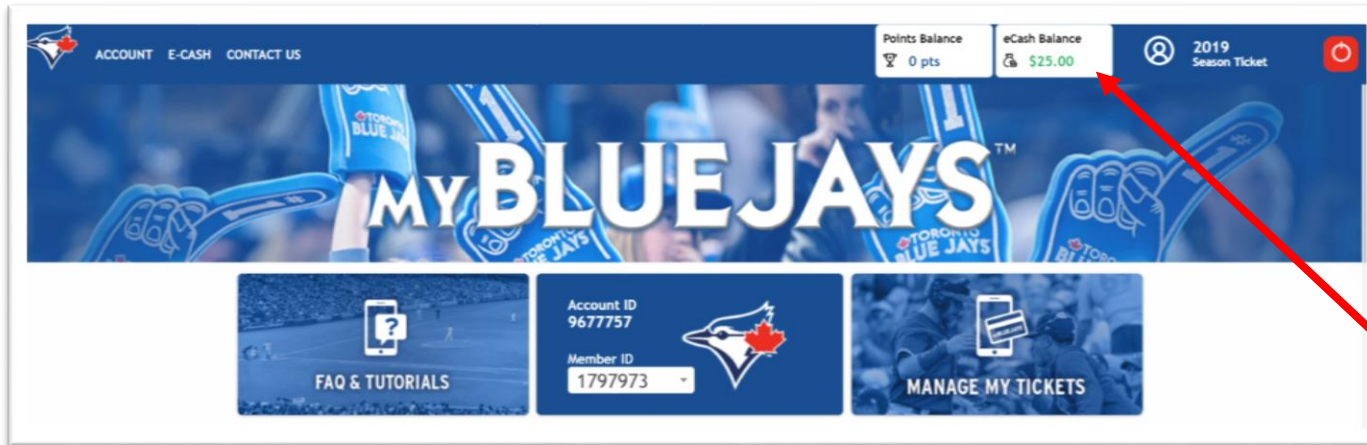

7. You can view your eCash transaction history on the right hand side of the eCash page at any time.

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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.