### Steps Descriptions

<table>
<thead>
<tr>
<th>Steps</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Access the <a href="#">UHCL Hawk Card Online</a> page. Enter your UHCL network ID and password.</td>
</tr>
</tbody>
</table>

[Image of the UHCL Hawk Card Online login page]

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OneWeb ver. 7.6.0.23
2.0 The Home page is defaulted to the Personal Information page. Select the **ADD CASH** tab.

![Personal Information](image1)

3.0 In the Payment Information page, enter the email address and the dollar amount you wish to place on your Hawk Card (minimum $50). Select the **Continue** button.

![Online Deposit](image2)
Currently, only **Credit Card** payment method is accepted. Enter the requested card details. Select the **Continue** button.

## Payment Information
- **Total:** $50.00
- **Payment method:** Credit Card

## Account Information
- **Credit Card Type:** Visa
- **Account Number:** 4111111111111111
- **Expiration Date:** 09 2023
- **Security Code:** 123
- **Name on Card:** Joe Richard Test

## Billing Information
- **Street Address 1:** UHCL
- **City:** Houston
- **State:** Texas
- **ZIP Code:** 77058
- **Country:** United States

## Contact Information
- **Email:** Test@UHCL.edu
- **Mobile Phone:** (555) 555-5555
<table>
<thead>
<tr>
<th>5.0</th>
<th>A page is displayed to indicate that payment is being processed. Do not select the BACK button!</th>
</tr>
</thead>
</table>

| 6.0 | Once payment is processed, the receipt is displayed and a copy is sent to the email address provided. The funds should now be added to your Hawk Card. |