SOUTHEASTERN
BAPTIST THEOLOGICAL SEMINARY

How to Create a Guest User Profile

To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the Southeastern 1Card Program has created the **"Guest User"** feature. This gives cardholders the ability to grant account access to another individual, usually a parent, so that value can easily be added to a Southeastern 1Card Cash account. Cardholders select the level of guest account access privileges by choosing one, two, or all three of the following:

- **Add Value & Manage Payment Methods** - Guests can store a debit/credit card in the secure account center to make it easier to add value or create a Recurring Allowance to automatically transfer funds to a Southeastern 1Card Cash account on a pre-determined schedule.
- **View Account Balances** - Guests can see available balance.
- **View Account Transaction Activity** - Guests can see transaction activity.

To set up a Guest User, cardholders must first register their own Southeastern 1Card Cash account. For instructions on how to register a Southeastern 1Card Cash account, go to **www.southeastern1card.com/accountmanagement.htm**.

1. Visit **www.southeastern1card.com** and click on **"My Account."**
2. **Log In** to your Southeastern 1Card Cash account using your Username and Password.
3. On the Left Menu, click on **"My Profile."**
4. Under the My Profile Menu, click on **"Guest Users."**
5. On Page, click on **"Add New."**
6. On Page, under **"My Authorized Guests,"** complete form and choose Account Access Privileges.
7. Click **"Submit."**
8. **Congratulations!** You have successfully added a Guest User!

If you have any questions, please contact the Southeastern 1Card Service Center at **1-888-224-0931**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at **mycard@southeastern1card.com**