SOUTHEASTERN
BAPTIST THEOLOGICAL SEMINARY

Recurring Allowance – A Great Budgeting Tool for Everyone!

Conveniently manage financial needs at Southeastern with a Recurring Allowance. This time-saving feature enables you to automatically add value to a Southeastern 1Card Cash Account, on your schedule.

To set up a Recurring Allowance, follow the step-by-step instructions below. You will first create a payment method and then establish your Recurring Allowance.

Creating your Payment Method

1. Visit **www.southeastern1card.com**; click on "My Account."
2. Log In to the account using your Username & Password.
3. On the Left Menu, click on "Payment Methods."
4. On the Page, under "My Credit & Debit Cards", click on "Add New."
5. On the Page, under "My Credit & Debit Cards – Add;" Complete the form; Click "Submit."

You will receive a "Payment Method Added" Confirmation Message.

Establishing your Recurring Allowance

1. On the Left Menu, click on "Recurring Allowance."
2. On the Page, under "Recurring Allowance" click on "Add New."
3. On the Page, under "Payment Method & Amount," complete the form:
   - Select Saved Payment Method
   - Enter Amount in Whole Dollars
   - Choose Allowance Schedule Settings
   - Ensure "Active" setting is selected
   - Click "Submit"

"Recurring Allowance Added" will appear followed by a summary of your selections.

Congratulations! You have successfully established a Recurring Allowance!

4. On the Left Menu, click on "Logout."

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**