EagleCard Account Center Login:

1. Access the EagleCard Account Center website via the link found on bchigh.edu or by visiting the following web address: https://bch-sp.blackboard.com/eaccounts/%28S%28jwttyuok1ws2ysq42nqehgp%29%29/AnonymousHome.aspx
2. First time users should click on the “Register” link, located at the bottom of the sign-in box.
3. To create a user name and password complete all of the fields.
   a. Email: Enter an email that can be easily accessed by whoever will be adding funds and maintaining the account
   b. User name/password: Select a user name and password that will be easily recalled. Passwords must be seven characters in length, and contain both numbers and letters. Please note that both user names and passwords are case-sensitive.
   c. Student information: This section should be completed with the student’s first and last name, address, etc. The student is considered the cardholder. Credit card user information is not required during the login creation process. Do not use nicknames (ex. Chris if the full name is Christopher) or suffixes (Jr., etc.).
   d. Click “Continue” once the form is completed
4. Review the account information. Click “Continue” if all fields are correct.
   **An email will be sent to the address provided with a link to complete the registration process**
5. Visit the email address inbox, open the email, and click on the link provided to complete the registration. If the email does not appear in the inbox, check the spam or junk mail folder.
6. Upon clicking on the link, a webpage will open. The email address must be entered again as the final step of the verification process. Enter the address, and click on the “Activate” button.
7. Login with the user name and password.
8. Enter the student’s 6 digit student ID number, first and last name. Click on the “Register” button to link the login to the student’s EagleCard.

The account is now active. Please note the user name, password, and email associated with the account for future reference. For security purposes, accounts that are not accessed every 30 days will automatically lock.

Email bookstore@bchigh.edu for account assistance.
EagleCard Account Center Add Funds:

1. Log into the EagleCard Account Center website.
2. Click on the “+Add Money” link located in the Eagle Cash box:
   ![EagleCard Account Center](image)

3. Account: Eagle Cash
   Deposit Type: Select “Specific Amount” and then enter the amount to add in the “Deposit Amount” box
   Select “Balance Top-Off” and then enter the target balance you want the card to have

   **There is a deposit minimum of $5.00 and maximum amount of $500.00**

   Click the circle next to the enter Visa or MasterCard box, and then “Next” at the bottom of the screen to enter payment information.

4. Complete the payment and billing information sections, review the Terms and Conditions, and check the box. Click “Submit” to continue or “Cancel” to stop the funding process.
5. Review the deposit information. Click “Make Deposit” to add funds to the EagleCard or “Cancel” to stop the process.
6. The next screen is your receipt. An email will also be sent to the address provided during the sign up process. Please maintain a copy for your records. If you do not wish to receive account emails, update the profile preferences via the home screen.
7. Additional receipts can be sent to other emails by entering the address in the box and clicking “Send Receipt.”
8. To save the payment method for future use, check the box and select a “Payment Method Alias” (ex. Mom’s Debit Card or Dad’s Visa). To set as the default payment method, check the box.

Other Helpful Notes:

To review account activity, click on “Account Transactions” at the top of the screen.

To deactivate a lost card, click on “Card Services” at the top of the screen. The student should stop by The Bookstore as soon as possible to purchase a replacement card, or to report the card found.

Click on “Profile” to update email addresses, payment methods, and other personal information.

Email bookstore@bchigh.edu for account assistance.
EagleCard Account Center Guest Deposit:

The Guest Deposit option can be used by anyone that would like to add funds to a student’s EagleCard. This process can be completed without having to log into the account, and only requires the student’s name and ID number.

1. Access the EagleCard Account Center website via the link found on bchigh.edu or by visiting the following web address:
   https://bchsp.blackboard.com/eaccounts/%285%28jwttyuk1ws2ysoq42nqe/hgp%29%29/AnonymousHome.aspx
2. Click “Guest Deposit” located at the bottom of the screen.
3. Enter the student’s first name, last name, and six digit student ID number. Click “Deposit”
4. Deposit Information: EagleCash (the only option available from the drop down menu)
   Deposit Amount: enter the amount to be added to the card
   **There is a deposit minimum of $5.00 and maximum amount of $500.00**
5. Complete the payment and billing information for the credit card being used to add funds.
6. Check the box after reviewing the Terms and Conditions.
7. Click “Submit”
8. Review the deposit information. Click “Make Deposit” to add funds, or “Cancel” to stop the process.
9. The final screen is a receipt for the transaction. Print a copy, or enter an email address and click “Send Receipt” to have a copy emailed to the address provided.

Email bookstore@bchigh.edu for account assistance.