

Depositing Money Onto Your NOVACard At A VPRS Terminal

Step 1: Locate a VPRS terminal at your campus

**Note: Locations available at: <https://www.nvcc.edu/novacard/student/manage.html>*



Step 2: To begin, swipe your card through the card reader or tap it to the proximity reader on the terminal

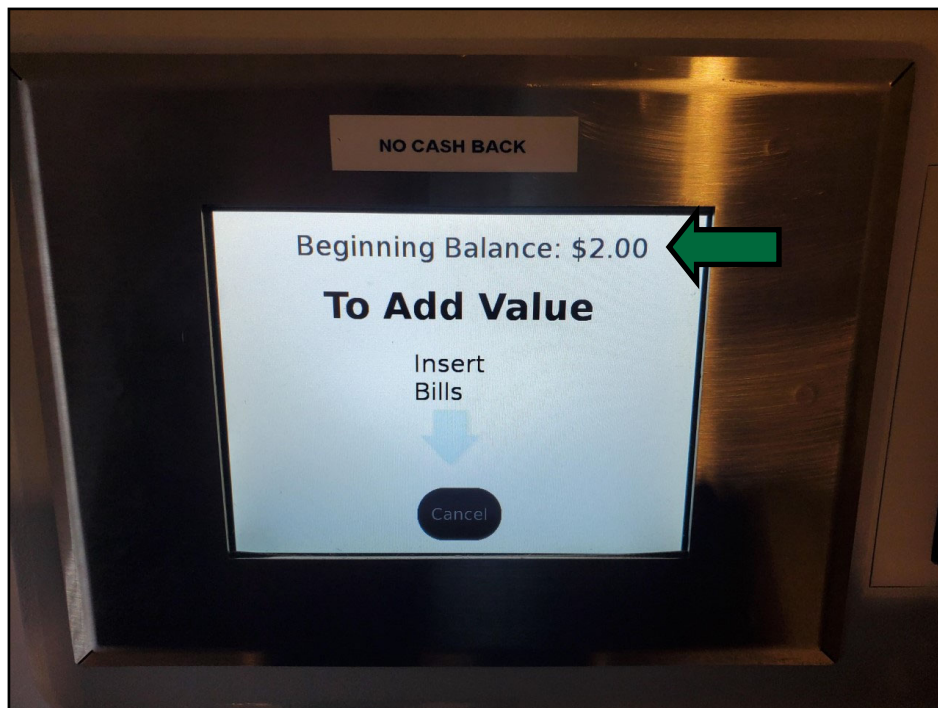


Card Reader Swipe



Proximity Reader

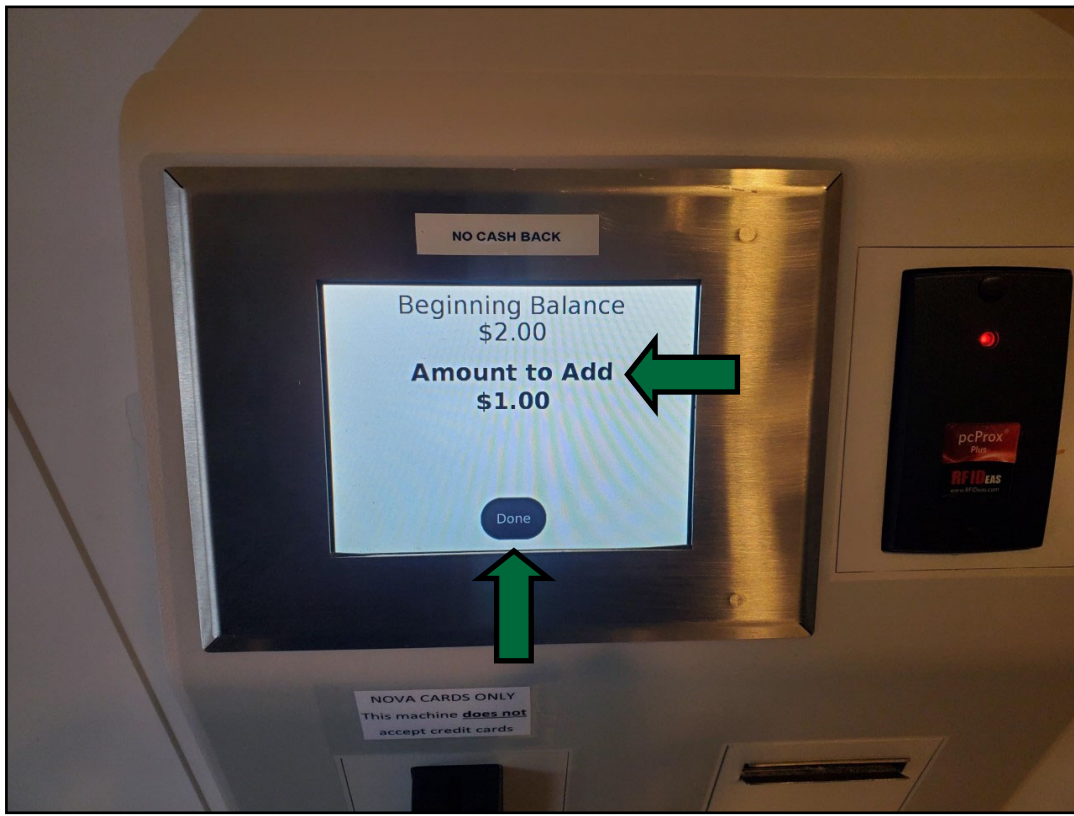
Step 3: After scanning your card your 'Beginning Balance' will be shown



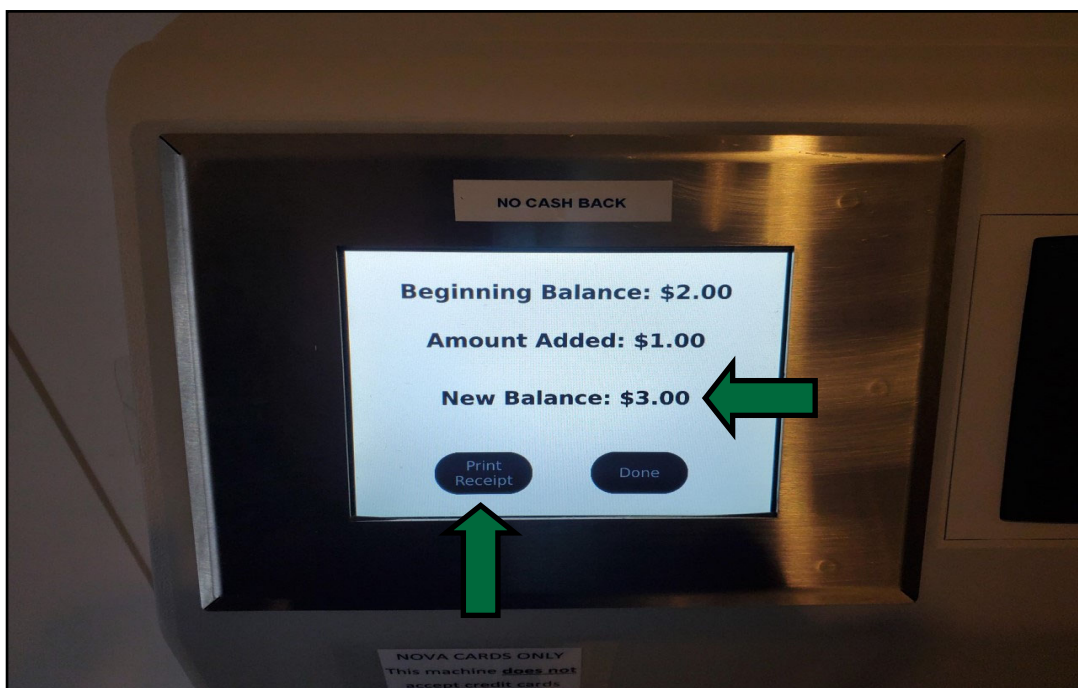
Step 4: Insert bills into the bill acceptor to deposit money into your NOVACard account



Step 5: As you deposit bills, the 'Amount to Add' screen will update showing the total deposited so far
When you are done depositing bills, press the 'Done' button on the screen



Step 6: After clicking done you will be shown your 'New Balance' on your NOVACard account
If you would like a receipt press the 'Print Receipt' button on the screen
Press the 'Done' button and complete your transaction



Step 7: If you selected the 'Print Receipt' option, a paper receipt will print out with a summary of your transaction along with your new balance



Step 8: Your transaction is now complete

If you would like to perform another transaction, re-swipe or tap your card to begin

