

“Activate” and “Upgrade” Instructions for the Money Network Debit Account on the ASTATE OneCard

To Activate your Money Network Debit Account

1. Allow 24 hours after the ASTATE OneCard has been printed.
2. Call Money Network Customer Service at 1-800-822-4283.
3. Follow the voice prompts to enter:
 - a. Birthdate
 - b. Card Number
 - c. PIN that you select

Your OneCard is now activated and you must now “upgrade” your OneCard in order to have your ASU refunds deposited to your Money Network Debit Account.

To Upgrade or make your card Reloadable

1. You must Upgrade your OneCard by:
 - a. Call Money Network Customer Service at 1-800-822-4283 and ask a Customer Service Representative to “upgrade” your account.
 - b. Login to www.moneynetwork.edu with your card number and PIN and click on “Upgrade” under the “Services” tab. Fill out the required fields making sure to use your legal name to ensure your identity. If the name on your actual card is not your legal name, you may have to supply additional documentation proving your identity.
2. Once upgraded, print out the Money Network Direct Deposit Form under the “Money In” tab.
3. Submit this Direct Deposit Form to the party responsible for depositing funds to your Money Network Debit Account.

Students – For Financial Aid Refunds

1. Print out the Money Network Direct Deposit form as directed above.
2. Log into My Campus. Click on the following;
 - SSB Self-Service
 - Student
 - Student Records
 - Payment Plans and Deposits
 - myBill
 - eRefunds tab
 - Set Up Account
 - Choose your account type (Checking or Savings) Use the routing number obtained from the Money Network Direct Deposit form
 - Enter routing number (consist of 9 digits) Use the account number obtained from the Money Network Direct Deposit form
 - Enter account number and confirm
 - Save