

Depositing Money to Your PantherCard

PantherCard Deposits Can be Made:

- At PantherCard Kiosks located on each campus (cash deposits only)
- At your campus cashier (deposits available by the next business day)
- Via the web (deposits available immediately—detailed instructions provided below)

Students

1. Log on to PantherWeb (www.palmbeachstate.edu/pantherweb)
2. Select “**Information**” from the choices that appear on the yellow menu at the top of the page.
3. Scroll down the page and select “**Panthercard Online Card Office.**”
4. Click “**Logon to the PantherCard Office**” to access your account. You are now logged into the PantherCard Online Card Office.
5. To add funds, select “**Make a Deposit.**”
6. Complete the form requesting billing and credit card information as well as the amount of the deposit. Press next and then complete to finish the transaction.
7. Be sure to log out when you have completed your transactions.

Parents/Guests

1. Log on to www.palmbeachstate.edu/panthercard.
2. Click on “**PantherCard Online**” from the links at the left of the screen.
3. View the instructions for Parent/Guest deposits and click on the link to access the deposit site.
4. A new screen will open. Click “**Make a Deposit**” from the choices on the left side of the screen.
5. The deposit form will request the card number in order to identify the account for the deposit. This is a 14 digit number that will begin with "24" on the back of the student’s card.
6. Complete the form requesting billing and credit card information as well as the amount of the deposit. Press **next** and then complete to finish the transaction.
7. Once completed, the funds will immediately be available for use.

Faculty/Staff

1. Log on to the employee web (www.palmbeachstate.edu/employeeweb).
2. Click on “**Miscellaneous**” from the yellow bar at the top of the page and then select “**PantherCard Online Card Office.**”
3. Click “**Logon to the PantherCard Office**” to access your account. You are now logged into the PantherCard Online Card Office.
4. To add funds, select “**Make a Deposit.**”
5. Complete the form requesting billing and credit card information as well as the amount of the deposit. Press next and then complete to finish the transaction.
6. Be sure to log out when you have completed your transactions.

***PantherCard: One Card,
Many Uses***

