

# Berklee CARD

*Recurring Allowance – A Great  
Budgeting Tool for Everyone!*

Conveniently manage your son or daughter's financial needs at school with a Recurring Allowance. This time-saving feature enables you to automatically add value to your son or daughter's Berklee Card Account, on your schedule.

To set up a recurring allowance, follow the step-by-step instructions below:

1. Visit **www.berkleecard.com**
2. On the Left Navigation Menu (LNM), click on "My Account"
3. Login into your son or daughter's account using your Guest Username & Password.
4. On the LNM, click on "Payment Methods".
5. On the page, under "My Credit & Debit Cards", click on "Add New".
6. On the page, under "My Credit & Debit Cards - Add":  
  
Complete the form  
Click Submit

You will receive a "Payment Method Added" Confirmation Message

7. On the LNM, click on "Recurring Allowance".
8. On the page, under "Recurring Allowance" click on "Add New".
9. 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!

10. On the LNM, click on "Logout"

If you have any questions, please contact the Berklee Card Service Center at 1-866-865-2375, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at [mycard@berkleecard.com](mailto:mycard@berkleecard.com).