

To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the Berklee Card Program has created the "Guest User" feature. This gives cardholders the ability to grant account access to another individual, usually a parent, so that value can easily be added to a Berklee Card Account. Cardholders select the level of guest account access privileges by choosing one, two, or all three of the following:

- **Add Value & Manage Payment Methods** - Guests can store a credit/debit card in the secure account center to make it easier to add value or create an auto reload schedule to automatically transfer funds to a Berklee Card Account on a pre-determined schedule.
- **View Account Balances** - Guests can see available balance.
- **View Account Transaction Activity** - Guests can see transaction activity.

To set up a Guest User, cardholders must first register their own Berklee Card Account. For instructions on how to register a Berklee Card Account, go to the Helpful Links section in the footer at www.berkleecard.com.

1. Visit www.berkleecard.com and click on "Log In/Register" in the upper right corner of the screen
2. **Log In** to your Berklee Card Account using your Username and Password
3. On the Top Menu, click on **My Profile**
4. Under the My Profile Menu, click on **Guest Users**
5. On Page, click on "**Add New**"
6. On Page, under "**My Authorized Guests**", complete form and choose Account Access Privileges.
7. Click **Submit**
8. **Congratulations!** You have successfully added a Guest User!

If you are unable to successfully register please call the Berklee Card Service Center at **1-866-865-2375**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at mycard@berkleecard.com for assistance.