# You have two options for using the Laundry System:

## OPTION #1: Add value using cash

1. Visit the **cash to card machine located at the Campus Safety Office.**

2. Follow the directions on the machine to insert your cash and load the cash value onto your laundry card.

## OPTION #2: Add value using your personal credit card

1. Have you registered your card?  If "yes," go straight to Step #7.  If "no," follow Steps 2-6 and then go to Step 7.

2. Visit www.mylaundrycode.com

3. On the right side of the page, you will see a red link that says "New Customer? Click here to Register."  Click that link and register your card.

4. Once you register your card, you will receive an e-mail with a link that you must click to confirm registration.

5. Go to www.mylaundrycode.com and login using the username and password that you just used for registration.

6. Click on the link on the left side of the page that says "Cards."  Enter a "card alias" for your money card, which is simply a name that you create for identification purposes (i.e. John Doe's Laundry Card).  Enter the serial # on your money card.  The Serial # is a 10 digit # that is listed on your card after the letters "ESD."  Re-enter the serial #.

7. If you are not already logged in, log into www.mylaundrycode.com.  Click on the link on the left side of the page that says "Revalue."  Enter your Coded Value Adder (CVA) code.  **THE CVA CODE FOR AQUINAS IS 31.**  Once entered, the CVA for Aquinas (1607 Robinson Rd.) will show on the screen.  Click "Assign."

8. Follow the steps to enter your personal credit card information in order to purchase a laundry code.  Your laundry code will either be e-mailed to you or texted to your cell phone (whichever method you designate on the website).

9. Visit the **Coded Value Adder (CVA) machine that is located at the Campus Safety Office to redeem your laundry code.**  Insert your laundry card into the card reader (your current value will be displayed).  When prompted, enter your 10-digit laundry code. Your value will be added to your laundry card.

10. If you choose option #2 for adding value to your card, please note the following about your purchased laundry code:
    - Your laundry code will ONLY work with the AQUINAS CVA machine located at Regina Hall. **Please make sure the CVA Code is listed online as 31.**
    - Your laundry code will ONLY work with the Laundry Card assigned to you that is registered on the site.
    - Your laundry code will only work once and will expire after 30 days.
    - If the CVA displays "Your Smart Laundry Card balance is too high," spend down your balance and try again.  The maximum allowed on your laundry card is $50.00.

*Do not lose your WASH laundry card.  If you lose your WASH laundry card, the replacement cost is $5.00.  Replacement cards can be purchased at the cash-to-card machine.  Cards will be collected at the time of check-out.*