Depositing Money Onto Your NOVACard At A VPRS Terminal

**Step 1:** Locate a VPRS terminal at your campus

*Note: Locations available at: https://www.nvcc.edu/novacard/student/manage.html*

**Step 2:** To begin, swipe your card through the card reader or tap it to the proximity reader on the terminal
**Step 3:** After scanning your card your ‘Beginning Balance’ will be shown

![Display showing Beginning Balance: $2.00](image)

**Step 4:** Insert bills into the bill acceptor to deposit money into your NOVACard account

![Bill acceptor](image)
**Step 5:** As you deposit bills, the ‘Amount to Add’ screen will update showing the total deposited so far. When you are done depositing bills, press the ‘Done’ button on the screen.

**Step 6:** After clicking done you will be shown your ‘New Balance’ on your NOVACard account. If you would like a receipt press the ‘Print Receipt’ button on the screen. Press the ‘Done’ button and complete your transaction.
**Step 7:** If you selected the ‘Print Receipt’ option, a paper receipt will print out with a summary of your transaction along with your new balance.

![Image of a receipt printer](image)

**Step 8:** Your transaction is now complete.

If you would like to perform another transaction, re-swipe or tap your card to begin.

![Image of a cbord terminal](image)