

HOW TO MAKE DEPOSITS USING THE TRANSACT eACCOUNTS APP

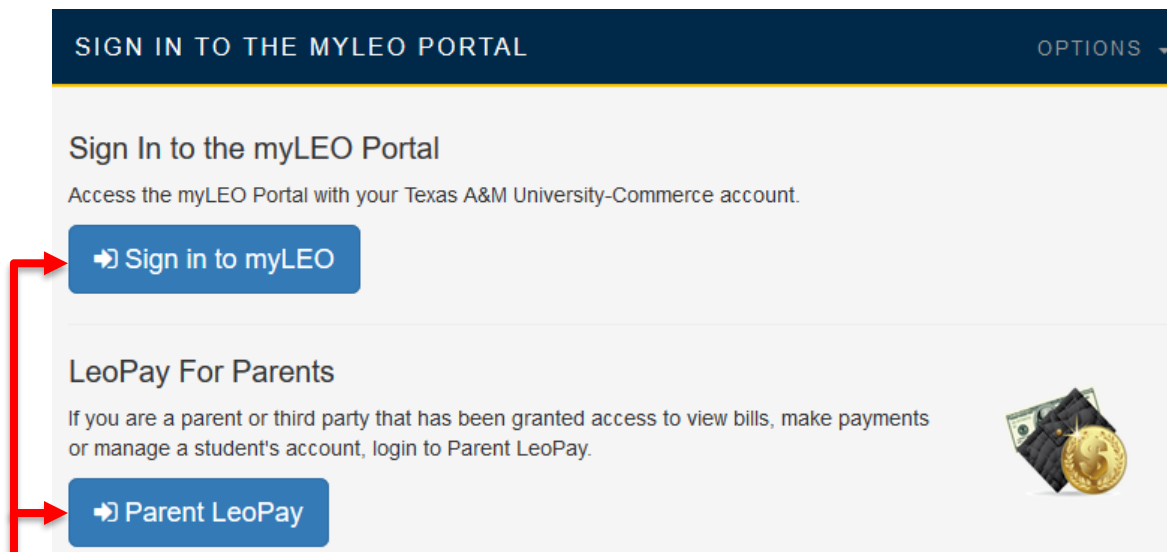
You can now make deposits directly onto your Lion Card with the eAccounts app. To make a deposit follow these simple steps:

eAccounts is available as an app for Apple & Android devices, it can also be accessed under the apps tab in myLEO:



IMPORTANT!

You must have a saved payment method previously created in eAccounts using the myLEO service through a web browser before you can make deposits with the mobile eAccounts app!!!



There are loggon options for students and guest on the myLEO portal; students will sign into the myLEO Portal (top option), anyone wanting to do a guest deposit can select LeoPay For Parents (bottom option)

IMPORTANT!

Guest deposits are currently not supported through the mobile app, if you would like to deposit funds into a students Lion Cash account please use the Parent LeoPay option



Single Sign On

Username

> Forgot your password?

Password

> Forgot your CWID?

Student and Staff

Authorized User

Login for parents or others who have been granted access.

Email:

Password:

Forgot Password

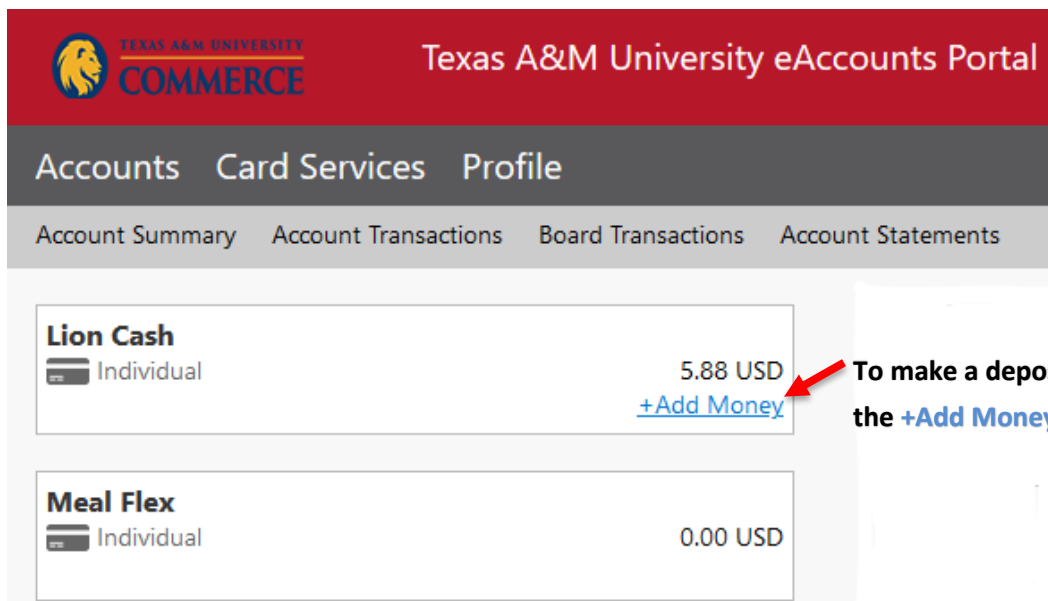
Login

Students will sign in with your single sign on (SSO) credentials, guest will login with their email

Once logged in you will select the APPS tab at the top of the screen, this will take you to the app screen, from here find the Lion Card Account Management (eAccounts) tile and click it



Lion Card Account Management (eAccounts)



Make Account Deposit

Beneficiary → **Deposit Information** → Payment Information → Confirmation

Account

Select the account you want to deposit funds to.

Lion Cash

Although there is a drop down option here, Lion Cash is the only account you can deposit

Deposit Type

You can select to deposit a specific amount into the account above. Or, you can select to deposit an amount that is a calculated difference between the current account balance and a target balance (balance top-off).

Example: A student's account contains \$10. You want to make the account balance \$55. Your calculated balance top-off deposit would be \$45.

Specific Amount

Balance Top-Off

You may deposit a specific amount or top-off your account to a specific amount, a top off payment will only add the amount needed to make your Lion Cash balance equal the amount you enter here

Deposit Amount

Enter the amount you want to deposit.

Minimum deposit amount: 1.00 USD

Maximum deposit amount: 1,000.00 USD

1.00

USD

Enter the amount you wish to deposit or top-off here

Payment Method

Credit Card

Transact will redirect you to Windcave, a secure Payment Provider, for payment processing. You will be returned to the Transact site when your transaction is completed.

Once you are done making your selections click on Next

Next

NOTE!

If making a guest deposit you will begin on the Beneficiary page, here you will be asked for the campus wide ID (CWID) of the student you wish to make a deposit for

BlackboardPaymentGateway™

Blackboard Transact

Amount: \$1.00 (USD)

Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:* MM YY

CVC: What is this?

Billing Information

Name:*

Address:*

Postal Code:*

Country: UNITED STATES

Phone Number:*

On this screen simply fill in all fields and click Submit and you will be taken to the confirmation screen

Deposit Confirmation

Review the deposit details below. No changes to the account will be made until you confirm the deposit by clicking "Make Deposit" below.

Beneficiary→Deposit Information→Payment Information→**Confirmation**

Beneficiary Information

Username BeardenHarlan

Deposit Information

Deposit Account Lion Cash
Deposit Amount 1.00 USD
Amount Charged 1.00 USD

Payment Billing Information

Card Type MasterCard
Credit Card Number ██████████
Expiration Date 03/2023

Verify that your selections are correct then select Make Deposit



[Cancel](#)

[Make Deposit](#)

Receipt for Account Deposit

The account deposit was successful.
Print this page for your records.

Deposit Information

Deposit Account Lion Cash
Deposit Type Deposit Amount
Deposit Amount 1.00 USD
Amount Charged 1.00 USD
Payment Transaction ID ██████████

Payment Information

Card Type MasterCard
Credit Card Number ██████████

To save a payment method for use in the mobile app select the Save this payment method for future use button

Save Payment Method

Save this payment method for future use

Payment Method Alias

Debit Card

Set as default

If you save more than one payment method you can designate if you would like the card to be your default payment method for future deposits.

Once you have saved and named the payment method click Save and you will receive the below message

[Save](#)

Email Receipt

Email Address #1

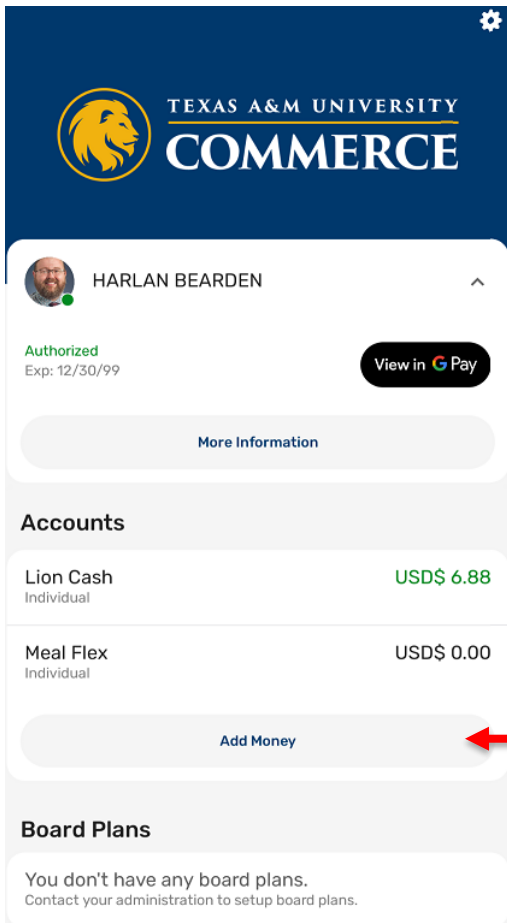
Email Address #2

Email Address #3

[Send Receipt](#)

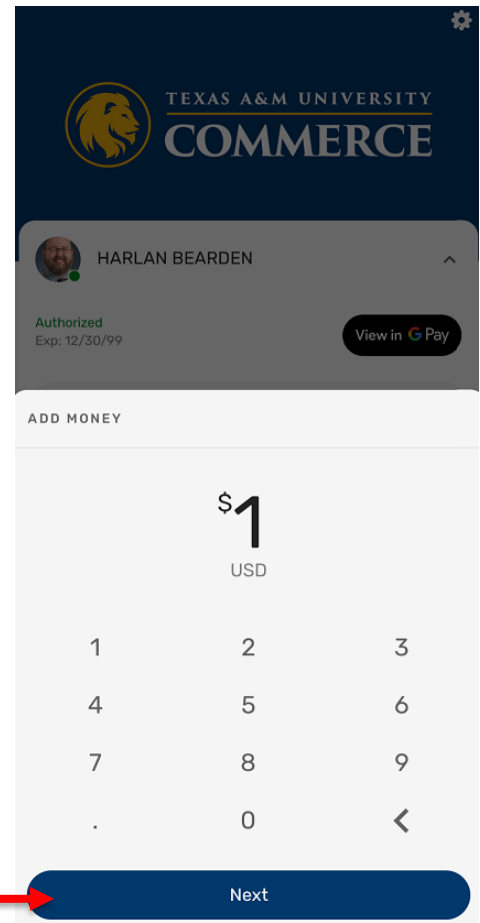
Payment Method Saved

CONGRATULATIONS! You may now make Lion Cash deposits from the mobile app!!!

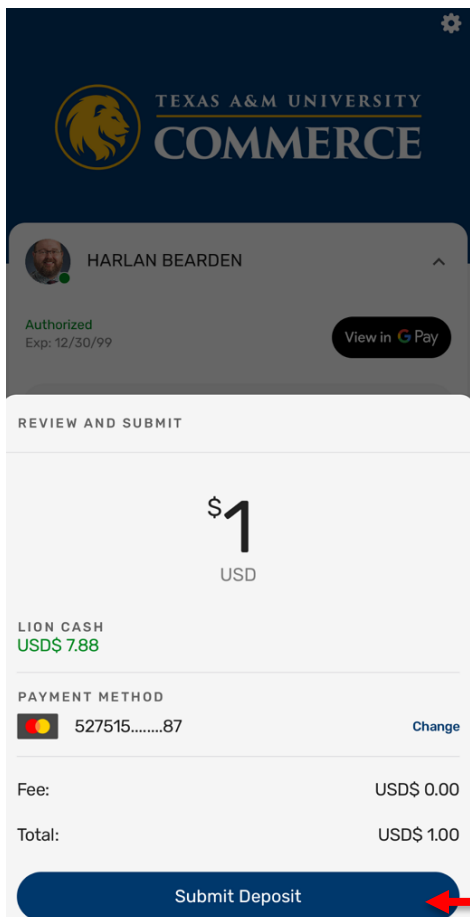


In the app simply select Add Money

Enter the amount of money you would like to deposit and select Next



On this screen you can select your payment method if you have multiple cards saved, if you set a payment method as your default it will always be listed when you come to this screen. Once you have selected the correct payment method and reviewed your information select



Select done to return to the home screen

Congratulations!
You now have Lion Cash!!!

