How to Create a Guest User Profile

To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the HCC Campus Card Program has created the "Guest User" feature. 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 prepaid 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 HCC Campus Card and then they will be able to set up a Guest User account.

1. Visit **https://hcc.campuscardcenter.com/ch/login.html**
2. **Log In** to your account using your Username and Password
3. On the Left 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 have any questions, please contact the HCC Campus Card Service Center at **1- 888-238-4303**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at **hcccampuscard@hagerstowncc.edu** for assistance.