



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 BCPass 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 BC Bucks 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 a Recurring Allowance to automatically transfer funds to a BC Bucks 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 BC Bucks account. For instructions on how to register a BC Bucks account, go to www.bloomfieldcollege.edu/bcpass.

Creating your Guest User Profile

1. Visit www.bloomfieldcollege.edu/bcpass; click on "My Account"
2. Log In to your BC Bucks 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 Bloomfield College BCPass Service Center at **888-989-3534**, Monday through Friday between 8 am and 6 pm Eastern Time or via email at bcpass@bloomfield.edu.