



## *Recurring Allowance – A Great Budgeting Tool for Everyone!*

Conveniently manage your student's financial needs at school with a Recurring Allowance. This time-saving feature enables you to automatically add value to your student's BCPass card Cash Account called BC Bucks, on your schedule.

To set up a Recurring Allowance, follow the step-by-step instructions below. You will first create a payment method and then establish your Recurring Allowance.

### **Creating your Payment Method**

1. Visit [www.bloomfield.edu/bcpass](http://www.bloomfield.edu/bcpass); click on "My Account"
2. Log In to your student's account using your Guest Username & Password. (Your student must register you as a Guest User in order to access the account.)
3. On the Left Menu, click on "Payment Methods".
4. On the Page, under "My Credit & Debit Cards", click on "Add New".
5. On the Page, under "My Credit & Debit Cards - Add"; Complete the form  
Click Submit.

You will receive a "Payment Method Added" Confirmation Message.

### **Establishing your Recurring Allowance**

1. On the Left Menu, click on "Recurring Allowance".
2. On the Page, under "Recurring Allowance" click on "Add New".
3. On the Page, under "Payment Method & Amount", complete the form:
  - Select Saved Payment Method
  - Enter Amount in Whole Dollars
  - Choose Allowance Schedule Settings
  - Ensure "Active" setting is selected
  - Click Submit

"Recurring Allowance Added" will appear followed by a summary of your selections.

Congratulations! You have successfully established a Recurring Allowance!

4. On the Left Menu, click on "Logout"

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](mailto:bcpass@bloomfield.edu).