Auto Reload – A Great Budgeting Tool for Everyone!

Conveniently manage your student's financial needs at school with one of our Auto Reload options. This time-saving feature enables you to automatically add value to your student's Jet Fuel Bucks account, on a schedule you create.

Before you can set up an Auto Reload schedule, your student must create a Guest User account for you. If you do not have one, please contact your student. Complete instructions for creating a Guest User account can be found on the "How to Add Value" page in the "Jet Fuel Bucks" drop down menu at **www.jetfuelcard.com**.

Once you have account access, to set up an Auto Reload follow the step-by-step instructions below. You will first create a payment method and then establish the parameters of your Auto Reload schedule.

Creating your Payment Method

1. Visit **www.jetfuelcard.com**, click on "**LOG IN/REGISTER**" on the right side of the screen.
2. Log In to your student's account using your Guest Username & Password.
3. On the Left Menu, click on "**My Profile**" and select "**Payment Methods**".
4. On the Page, click on "**Add New**".
5. On the Page, under "**My Credit & Debit Cards - Add**"; complete the form and click Submit.

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

Establishing your Auto Reload Schedule

1. On the Left Menu, click on "**Auto Reload**".
2. On the Page, check the appropriate boxes to set up your parameters:
3. Select when to add value:
    - For low balance, enter the amount of the low balance
    - For every week, select the day of the week
    - For every month, select the day of the month
4. Select Payment Method
5. Specify How Much/Amount by entering first which prepaid account you wish to add the funds to, then the amount to be added. Click "**Save**".
    - Congratulations! You have successfully established an Auto Reload schedule.

On the Left Menu, click "**Logout**"

If you have any questions, please contact the Jet Fuel Card Service Center at **1-888-886-2407**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at **JetFuelCardHelp@jccmi.edu**.