Make a sponsor deposit to an M-Pass account

Step-by-step instructions

1. Go to the M-Pass account website and click on Make a Sponsor deposit

2. Complete all fields with the cardholder’s details and click the Contribute button
3. On the Make a Deposit page, leave the first field on **General Use Account**

4. Fill in the **Deposit Amount** and click **Next**
5. In the Blackboard Payment Gateway, enter your credit/debit card and personal information and click Submit.
6. On the Confirm Deposit screen, check the information is correct, then to proceed, click **Make Deposit**

![Confirm Deposit]

7. On the Receipt for the Deposit screen, you can choose to email the receipt to yourself or another person. Enter the email address and click **Send Receipt**