Add credit your M-Pass account

Step-by-step instructions

1. Go to the M-Pass account website and **sign in** with your Monash username and password.

![M-Pass Account Sign In](image)

2. On the Home page, click **+Add Money**

![Welcome to your M-Pass Account](image)
3. On the Make Account Deposit page, leave the Account field on **General Use Account**

4. Select a **Deposit Type** by choosing either:

   i. **Specific Amount**, to deposit a fixed amount

   ii. In the next field, enter the **Deposit Amount**

   or

   i. **Balance Top-Off**, to achieve a target balance

   ii. In the next field, enter your **Target Balance**

   The system will use your current balance to calculate the deposit required to achieve your target balance.
5. Select your Payment Method:
   
i. **Credit/Debit Card** to enter new card details
   
   ii. **Saved Payment Method** to use payment methods previously created
       You can create and edit your saved payment methods from the main **Profile > Saved Payment Methods** menu

6. Click **Next**

7. In the Blackboard Payment Gateway, enter your credit/debit card and personal information and click **Submit**
8. On the Deposit Confirmation screen, check the information is correct and, when you're ready to proceed, click the **Make Deposit** button.

![](image)

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