



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 Franklin & Marshall ID 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 Ben's 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 Ben's 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 Ben's Bucks account. For instructions on how to register a Ben's Bucks account, go to mycard@fandmbensbucks.com.

1. Visit mycard@fandmbensbucks.com and click on "Log In/Register"
2. **Log In** to your Ben's 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 Franklin & Marshall ID Card Service Center at **1-855-770-0600**, Monday through Friday between 8 a.m. and 6 p.m. ET or via email at mycard@fandmbensbucks.com for assistance.