

## FIRST, ACTIVATE YOUR ONECARD ACCOUNT! CALL 866.979.9014

Follow these simple steps to activate your OneCard account:

- 1. Choose your 4-digit PIN and 4 to 6-digit password** (access code) before calling to activate your card.
- 2. Call 866.979.9014** and follow the voice prompts. After the greeting, press “1” for English.
- 3. Enter the 16-digit number** printed on the front of your card and press “#”.
- 4. Enter the last 4 digits of your 16-digit card number** printed on the front of your card when prompted for the temporary password (access code), and press “#”.
- 5. Press “1” to activate your card** when you hear, “Your card is currently not active.”
- 6. Change your PIN.** When prompted, enter the 4-digit PIN of your choice and press “#”.
- 7. Verify your new PIN.** For verification purposes, re-enter your new PIN and press “#” to complete the change.
- 8. Document your PIN** in the space below but do not share it with anyone. Your PIN is required whenever you use your OneCard at participating merchants.  
PIN:
- 9. Change your password (access code).** When prompted, enter the 4 to 6-digit password (access code) of your choice and press “#”.
- 10. Verify your new password (access code).** For verification purposes, re-enter your new password (access code) and press “#” to complete the change.
- 11. Document your password (access code)** in the space below but do not share it with anyone. Your password (access code) is required to log on to your account by phone or online.  
Password (access code):

## NEXT, MANAGE YOUR ONECARD ACCOUNT ONLINE. VISIT [OneCardGivesBack.com/MHC](http://OneCardGivesBack.com/MHC)

Follow these simple steps to set up your OneCard account:

- 1. Go to [OneCardGivesBack.com/MHC](http://OneCardGivesBack.com/MHC).**
- 2. Sign in** by entering your 16-digit ID card number and the password (access code) you created during the phone activation process above. Continue following the on-screen prompts.
- 3. Log on to the website** using your 16-digit card number or user ID — and password (access code) — and check out the various features of the site, such as “Manage OneCard”, “My GSB Account”, “My GSB Value” and “Search OneCard Merchants.”
- 4. Add value to your card** with a credit card or bank account within the “Manage OneCard” section.
- 5. Grant permission to add value.** Visit the “Family & Friends” link under “My GSB Account” to create user permissions for family and/or friends to add value to your card online.
- 6. Get connected.** Use the website to sign up for alert notifications, check your balance, review your reload and transaction histories, change your address, report a lost or stolen card and more!



TO LEARN MORE ABOUT YOUR ONECARD, VISIT [ONECARDGIVESBACK.COM/MHC](http://ONECARDGIVESBACK.COM/MHC)