

The Following Instruction Will Activate Your Eagle OneCard Student ID **Without** The Checking/ Debit OneAccount.

## Step 1 Personal Information

### Login Information

- Please enter the email address that you most commonly use (it need not be your university email). This will be your Registered User Login. Anytime you need to access your profile, report your card lost or activate a replacement card, you will need to login to the website using this information.

### ATM PIN Information

- Enter a 4-digit pin (This will be your pin number to use at the ATMs. You must choose a PIN even if you choose NOT to use the card as a debit card.)

## Step 2 Personal Information

- Social Security Number
  - If you do **NOT** want to activate the debit portion of the card enter all ones (1) for every digit in your social security number. You are only required to open a Higher OneAccount if you want to use the card as a debit card.
- Passport Number
  - A passport number is required for foreign nationals who do not have a social security number.
  - If you are citizen of the U.S. you do not enter a Passport number
- Citizenship
  - You do not need to enter this information
- Birth Date
  - Please double check that your birth date is correct if it is incorrect please correct it, in the same format as in the example. (i.e. if your birthday is October 27 1896 you would enter it like this 10/27/1896)
- Expected Graduation Date
  - Enter it MM/YYYY (i.e. if you are graduating April of 2010 you would enter it in 04/2010)
- Address Information
  - If you choose to receive a paper check in the mail the primary address that you have on file with HigherOne is where it will be sent. If you lose your ID card the address listed is where it will be sent. This has no connection to your University bills. If you move it is your responsibility make sure you change your address with HigherOne and EMU.

### Account Preferences

- If you are **NOT** going to use the card as a Debit card you must **UNCHECK** the box where it says: *I have read and agree to the disclosures. By clicking the "Next" button, I acknowledge my understanding that this is a legally binding signature. I realize that I can unclick this box to not activate the OneAccount.*
- Click **"Change Preferences"**

## Step 3 Account & Refund Preferences

### Refund Preferences

- **Uncheck** Easy Refund (using the card as a Debit MasterCard)
- Choose **one** of the other two options as listed below
- 3<sup>rd</sup> Party ACH: You can deposit University refunds into your own bank account. There is no charge for receiving refunds this way it may take up to 3 or more business days longer to receive your refund. You will have to complete, print and mail in a form which is available online.
- Receive paper check, which will be mailed to your primary address. This could take 5 or more business days.

### One Account Preferences

- **Uncheck** “Open OneAccount” since you will **NOT** be using the card as a Debit MasterCard.
- Since you will not use the card as a Debit card you must **UNCHECK** the box where it says: *I have read and agree to the disclosures. By clicking the “Next” button, I acknowledge my understanding that this is a legally binding signature. I realize that I can uncheck this box to not activate the OneAccount.*

### Online Statement

- Make sure that you have checked “Online Statement” even though you will not be using the card as a Debit Card.

### Information on Payroll Direct Deposit

- Uncheck “Receive more information about Direct Deposit of Payroll
- Click “Next”

You must again choose how you want your refund. Be sure to read everything carefully. Anything that says “Easy Refund” or “OneAccount” means using the card as Debit MasterCard. To change your Account Preferences at any time choose “Profile” from the menu bar.

## Got Questions?

If you have a question about your card or OneAccount, you can use Easy Help 24 hours a day 7 days a week to have your question answered quickly. Easy Help answers are available by going to [www.EMUEagleOne.com/easyhelp](http://www.EMUEagleOne.com/easyhelp).

For security reasons and to better assist you, you must have a confirmed email address to submit a request through Easy Help or call customer service.

- Choose “profile” then “email” from the menu bar
- Choose the email you want to confirm or add a new email address
- Follow the on screen instructions