Adding money to your Manhattanville ID card

Walk over to the Equitrac machine. It is the black box hanging on the wall near the scanners.
Locate the keypad. It has silver keys on it. Then enter your Manhattanville ID.

When finished entering your card id number press the ENT key.
When the machine has confirmed that your card exists in the system it will tell you how much money you have left on your card. You can then add money by inserting dollar bills in the money feeder located on the lower left hand side of the machine.

To finish, press the D key on the machine.
When finished a receipt will be printed from the slot in the upper left corner, this has a summary of the transaction that took place.