**PirateCard eAccount User Guide**

**LOG-IN:** Your Username and Password for the PirateCard eAccount is the same as your Port of Armstrong login.

**First Time Users:** The first time you log-in to your eAccount, you will be asked to update your personal information. Once you complete your information, click “Update” to continue.
HOME SCREEN: From the home screen, you can access:

1. **Accounts**: Account Summary, Account Transactions, Board Transactions, Account Statements, and Add Money to your Accounts.
2. **Deactivate/Activate Card**
3. **Profile**: Manage Personal Information, Alert Preferences, and Saved Payment Methods

ACCOUNTS:

**Account Summary**: You can see your balance on all of your PirateCard Accounts and Board Plan (Meal Plan). You can also add money to your PirateCard.

**Make a Deposit**

Step 1: Click "+Add Money" to the account you would like to deposit funds on.
Step 2: Select when you would like to schedule your payment.

Step 3: Select the account you want to deposit funds to.
Step 4: Select Deposit Type: Specific Amount or Top-Off Balance
Step 5: Type in your deposit amount
Step 6: Select Payment Method
Step 7: Click "Next"
Step 8: Add Credit/Debit Card information and click “Submit”

Step 9: Review your information and if everything is correct, click “Make Deposit” to complete your deposit.
Once you have completed your deposit, your receipt will display on screen and you have the option to email the receipt. If you used a new credit/debit card, you will be given the option on this page to save the payment method for future use. By saving the payment method, you can make future deposits on the go with the [Blackboard Transact Mobile App](#).

**View Account and Board Transactions:**
To view specific transactions, click “Account Transactions.”
Select your search criteria. Then click “search.”

Once you have reviewed your transactions for a specific account, you can click “Account Transactions” again to do a new search or “Board Transactions” if you would like to review your meal swipes.
Select your search criteria. Then click “search.”

View results.
Deactivate/Activate Card

Whenever you lose your PirateCard, it is important to report it lost to prevent someone else using your card. When you deactivate your PirateCard through eAccounts, you are able to reactivate it yourself later if you find your missing card.

Step 1: Click “Deactivate/Activate Card” from the main menu.

Step 2: On this screen you will select whether you want to “Deactivate” or “Activate” your card.

Step 3: Select the card from the drop down menu.

Step 4: Click “Deactivate Card” where the arrow is pointing below. If you selected to “Activate Card,” the button below will say “Activate” instead of “Deactivate.”
Once your card has been deactivate (or activated), you will see this confirmation on your screen.

PROFILE

Select “Profile” when you need to update your personal information, if you want to manage alerts preferences, and when you want to see which payment methods you have saved to your account.
If your contact information changes, please update your **Personal Information**.

**Alert Settings** allows you to manage when you want email alerts regarding different account actions.
You can view your **Saved Payment Methods** to select a default payment method or to delete a previously saved payment method.

Lastly, remember to ALWAYS sign off when you are done with eAccount. This is especially important if you are using a public computer.