

# Online eCard Deposits

The East Stroudsburg University Campus Card Center offers access to the OneWeb Portal to enable convenient eDollar & Dining Dollar deposits. You can also check your eDollar balance, Dining Dollar balance, and your meal plan status.

## Steps for Navigating to the OneWeb Portal

- Enter [www.esu.edu/ecard](http://www.esu.edu/ecard) in your web browser, scroll down to **Deposit Funds**, and then click on "1Card" listed under **Methods of Payment**
- Alternatively, select **Purchase Dining Dollars**, listed under the **Meal Plan and Dining Tools** section of your myESU student portal

## Steps for Making Deposits in the OneWeb Portal

- If you are a first-time user, you will need to create a Password specifically for the OneWeb portal
  - o To create a password, click on **Account Settings**, and then click on **Create Password**
  - o Your Account Number is the last 6 digits of your ESU Student ID number
  - o Enter your date of birth exactly as shown (slashes included)
  - o Create a password of your choosing (minimum of 8 characters, must include an uppercase and lowercase letter, a number, and a special character)
- Enter your Account Number (last 6 digits of ESU Student ID) and your password that you created for the OneWeb portal (not the password associated with your ESU credentials)
- To add funds, click on **Add Cash**
- Select the balance you wish to add funds to (eDollars or Dining Dollars), fill in the required information, and then click **Continue**
  - o Please note that all transactions are considered final and non-refundable, so please ensure you have selected the balance you wish to make a deposit for
- Complete the spam check and then click **Continue**
- Fill in all the required Payment, Account, and Billing Information, and then click **Continue**
- If the transaction was successful, you will see a confirmation page and receive an email receipt of your transaction

## Steps for Checking Balances on your eCard

- After logging into the OneWeb portal, click on the **Financial** tab on the grey bar
- Under the **Financial** tab, click on **Balances** to view your current balances

Please feel free to contact the Campus Card Center with any questions, comments, or concerns:

Phone: 570-422-2273

Email: [rfetterly@esu.edu](mailto:rfetterly@esu.edu)