



## *How to Create a Guest User Profile*

To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the **Sweet Briar Card** Program has created the "Guest User" feature. Cardholders select the level of guest account access privileges by choosing one, two or all three of the following:

- **Add Value & Manage Payment Methods** - Guests can store a credit/debit card in the secure account center making it easier to add value or create an Auto Reload schedule to automatically transfer funds to a **SweetCash** account on a pre-determined schedule.
- **View Account Balances** – Guests can see available balance.
- **View Account Transaction Activity** – Guests can see transaction activity.

To set up a Guest User, cardholders must first register their own **SweetCash** Account. For instructions on how to register a SweetCash Account, go to [http://sweetbriarcard.com/pdf/SBC\\_How\\_To\\_Register.pdf](http://sweetbriarcard.com/pdf/SBC_How_To_Register.pdf).

1. Visit [www.sweetbriarcard.com](http://www.sweetbriarcard.com) and click on “**Log In/Register**”
2. **Log In** to your SweetCash Account using your Username and Password
3. On the Left Menu, click on **My Profile**
4. Under the My Profile Menu, click on **Guest Users**
5. On Page, click on “**Add New**”
6. On Page, under “**My Authorized Guests**”, complete form and choose Account Access Privileges.
7. Click **Submit**
8. **Congratulations!** You have successfully added a Guest User!

If you have any questions, please contact the Sweet Briar Card Service Center at **1-866-722-5740**, Monday through Friday between 8 a.m. and 6 p.m. EST or via email at [mycard@sweetbriarcard.com](mailto:mycard@sweetbriarcard.com).