How to Make a Flex Deposit

Step 1. Login to AccessUH.

Step 2. Click on the Cougar Card icon.
Step 3. Go to “My Account” tab and click on “Flex Deposit”.

Step 4.  
   a. Enter the dollar amount.  
   b. “Review Meal Plan Terms and Conditions”.  
   c. Click “Continue” to Finish.
Step 5. Enter credit card information and click “continue”.

Step 6. Verify that information is correct.
   a. If information entered is correct, click on “Confirm Payment”.
   b. If you decide to use a different credit card, click on “Modify Payment” to enter new credit card information.
   c. If you would like to change the dollar amount, use the back arrow to return to the home page.
   d. Your flex funds will be available for usage 15 minutes after your transaction has been completed.
Step 7. Print out your payment confirmation.