



## **Registration Instructions**

Go to the website at:

<https://benet.campuscardcenter.com>

### ***Cardholder Registration Page:***

1. Click "Register Now"
2. **ID Number** - Enter your ID number **NOTE – do not include the lead 00 before the number**
3. **Last Name** - Enter your last name.

### ***Create User Profile Page: Complete the form as follows:***

1. Create your **username** – A valid username is one word without spaces or special characters. (Optional: You may use the same username you set up for [www.archer.org](http://www.archer.org))
2. Create your **password** – A valid password is at least 5 characters without spaces or special characters. (Optional: You may use the same password you set up for [www.archer.org](http://www.archer.org))
3. Re-enter your password to confirm.
4. Select a **secret question** from the drop-down list and provide your answer.
5. Enter your **email address**.

### ***Cardholder Terms & Conditions Page -- Upon review:***

1. Click "Yes"
2. Enter Initials
3. Click "Accept Terms"

***Registration & Card Activation Successful Confirmation Page:*** Congratulations, you have successfully registered your account. To access your account, click on "Click Here" to return to the login page and enter the username and password you just established.