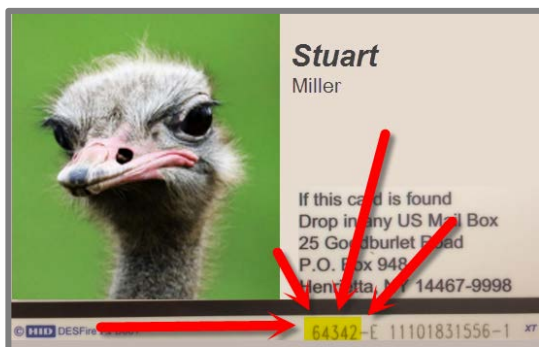


how to register for E-cash

1. Open <https://pxcsh.e-touch.com>.
Copy and paste URL if an error occurs
2. Click **Sign up now**.
3. In the Username screen, **type your first and last name**.
4. Enter a password and confirm.
5. Re-enter first and last name.
6. Check **Send confirmation email**.
7. Click **Next**.
8. Enter the **5-digit number at the bottom of your photo ID badge** in the Self Service Account Number field.



IMPORTANT: E-cash is registered to your photo ID badge so the number you enter into this field must be the **first 5-digits from your photo ID badge**, NOT your employee ID.



9. Select your Automated Account Maintenance preference.
10. Click **Next**.
11. Enter Payment Information, click **Save**.
12. Review Terms & Conditions.
13. Click **I accept these terms and conditions**.
14. Click **Register**.

Add Funds

1. Open <https://pxcsh.e-touch.com>.
2. Enter Username.
3. Enter Password.
4. Click **Sign In**.
5. Click **Desired Dollar Amount**.
6. Click **Place Order** (on right hand side).
7. Confirm Credit Card Information.
8. Click **Continue**.
9. Click **Submit Order**.
10. Click **Sign Out**.

Edit Account

1. Click **Edit Account**.
2. To Change Profile Information, click **Next**.
3. **Modify** Automated Account Maintenance, Enable Low Balance or Enable Auto-replenish.
4. Click **Next**.
5. **Modify** Credit Card Number.
6. Click **Save**.