



## How to Create a Guest User Profile

To balance many students' need for cardholder privacy and parents' desire to have shared account access, the StarCard Program has created the "Guest User" feature. This gives cardholders the ability to grant account access to another individual, usually a parent, so value can easily be added to a StarsCash account. 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 debit/credit card in the secure account center to make it easier to add value or create a Recurring Allowance to automatically transfer funds to a StarsCash 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 StarsCash account. For instructions on how to register a StarsCash account, go to [www.okcustarcard.com/accountmanagement.htm](http://www.okcustarcard.com/accountmanagement.htm).

1. Visit [www.okcustarcard.com](http://www.okcustarcard.com) and click on "My Account"
2. **Log In** to your StarsCash 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 StarCard Service Center at **1-888-627-7499**, Monday through Friday between 7 a.m. and 5 p.m. CT or via email at [mycard@okcustarcard.com](mailto:mycard@okcustarcard.com).