

Signing Up and/or Using your FREEDOM PAY Account:

STEP 1:

Visit www.freedompay.com to sign up or to edit your account information:

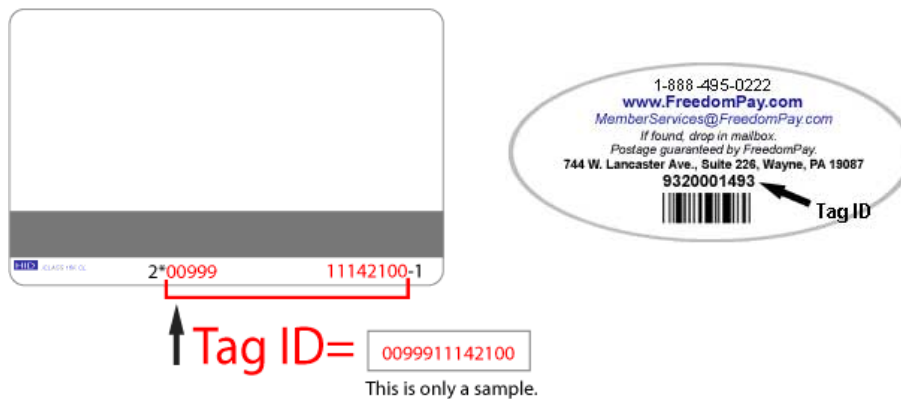


STEP 2:

After selecting "Sign Up Today!" you will see a drop down screen. Scroll down and select "University of the Arts Philadelphia"

STEP 3:

On the next page you will see a screen similar to the one below. If you already have a FreedomPay compatible ID card select the bullet "Yes, I have my Tag" and proceed to enter the account information provided on the back of your ID card under the magnetic strip. If you are using a key ring scan card you will enter the numbers above the bar code.



Steps after this point will require personal information that we can not assist you with entering. If you are having problems with your account after these steps you may contact FREEDOMPAY at 1-888-495-0222.

The University of the Arts is not responsible for any funds transferred onto your FreedomPay card but we will gladly replace any cards that stop working due to no fault of the possessor at no cost. The damaged card, of course, will have to be turned in to our office. ID cards that are lost will still cost the standard \$35.00 to replace and all account information must be transferred by the student or person managing the student's account; the University is not permitted under any circumstance to access and student/staff FreedomPay account or account information.