



The Smart Choice in Laundry

How To Activate and Re-Load Your Laundry Card:

1. Go to hercnet.com and click on the third turquoise tab on the top right of the home page labeled 'revalue card'.
2. Click on the image of a 'Hercules card' featuring a girl sitting on a washing machine.
3. Click on the red link 'New Customer? Click Here to Register!'
4. Create an account with your personal information, following the directions on screen. When creating your account you can opt to be texted by Hercnet, in addition to being emailed.
5. Open your e-mail and confirm your account by clicking on the link in the e-mail from Hercnet.
6. Log into your new account.
7. On the left hand side of the page, click on the second turquoise tab labeled 'cards'.
8. To register a card, follow the prompts on the screen. Your serial number is located on the back of your laundry card at the very bottom. Carefully read the serial number and type it into the appropriate box on the screen. It is a VERY GOOD IDEA to take a permanent marker to your laundry card and in the white space, write your name.
9. Once the card is registered, information about your card will appear at the bottom of the screen. Click on 'revalue' in black to the bottom right of the information.
10. Enter your CVA code, corresponding to your building. You will only need to do this once, when you first register the card.
Brookdale: 1269
Schottenstein: 1270
35th Street: 1272
36th Street: 1271
11. Enter your credit card information. You can opt to save this data so that you do not need to re-enter it every time you want to re-value (*add money*) to your card. Your billing address must exactly match the address listed with your credit card company, if it is different from your home address. Once you input your credit card information and the money is added, it will remain on your card until it is used in the washers and/or dryers.
12. You will be e-mailed a code. Take your card and that code with you to the laundry room. On a wall near the door you will find a VTM box (looks very much like a pay phone – without the phone). Place your card in the slot and punch in your code.
13. The card now has the dollar value you purchased online. You only need to use the VTM box when you want to add more money to your card. Otherwise, you can simply use the laundry card.
14. Enjoy your clean clothes!



If you are switching residence halls:

Just update the CVA number (which can be found above) and your new dormitory address either online (www.hercnet.com) or over the phone