



### How to add a card into Android Pay

1. Navigate to the Google Play Store then download and install Android Pay. From the app, tap the Add icon to add a card.
2. Line up the card in the photo viewer and take the picture.
  - a. Alternatively, tap **Add Manually** then enter the required info (e.g., card number, expiration date, etc.).
3. Enter the 3-digit security (CVC) number on the back of the card.
4. Enter the street address.
5. Confirm the card details then tap **Continue**.
6. Scroll through and read the Terms of Service then tap **Accept**.
7. If no screen lock is currently set up on the device:
  - a. A screen lock is required to use Android Pay.
  - b. If the screen lock is ever disabled, you're prompted to reset it or all cards are removed.
    - i. Tap **Activate**.
    - ii. Select the preferred screen lock type then follow the onscreen instructions for setup.
8. If presented, enter the re-enter a 4-digit Payments PIN.
9. The card is now visible in Android Pay.
10. You may be prompted to call the call center.
11. Touch **DONE** to complete the process.

### Paying with Android Pay

When you're ready to pay, unlock your device and tap the phone against the Android or NFC-compatible logo on the terminal. When the check mark appears above your card, the transaction is complete.