

WEB PURCHASE QUICK START GUIDE

What Is Web Purchase?

Web Purchase is a web application that allows you to add funds to your NLU accounts. Use the funds in your account at the **Skylight Café, Daily Grind**, and more!

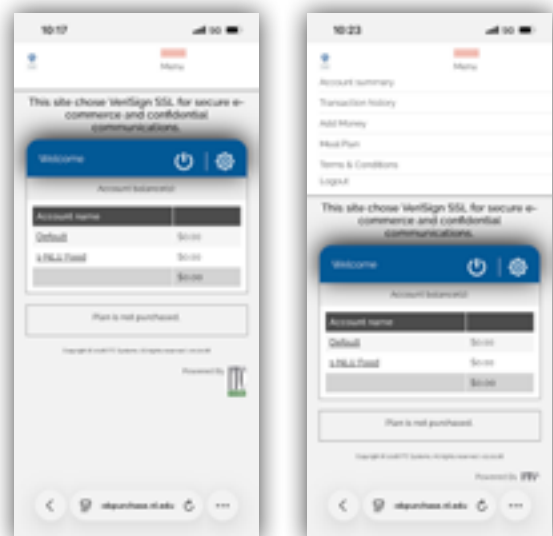
LOG IN

- Navigate your browser to webpurchase.nlu.edu
- Click the **Reload Funds** button
- Enter your NLU username and password and click **GO**



REVIEW ACCOUNT BALANCES

- The application opens on the **Account Summary** page
- Use this page to view your account balances
- Return to this page later by selecting **Account summary** from the dropdown menu at the top of the application



ADD MONEY TO YOUR ACCOUNT

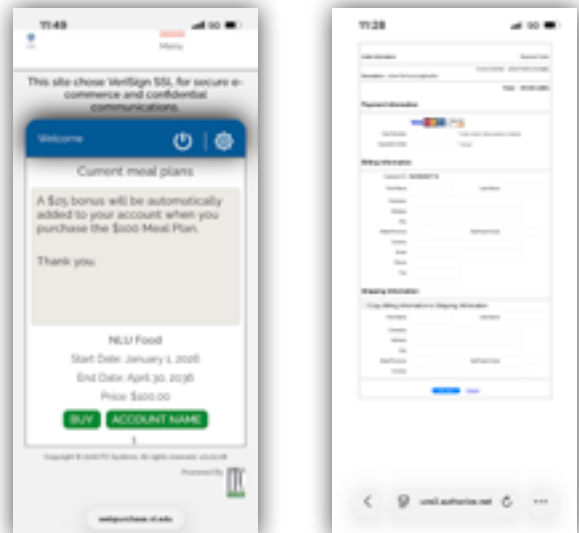
- Select **Add Money** from the dropdown menu at the top of the application
- Select **1-NLU Food** from the **Select account** dropdown to add funds to your food account
- Enter the amount you wish to add in the **Amount to Add** field or select a dollar amount from the **Quick select** options
- Click **ADD FUNDS**
- Verify your email address. Then click **NEXT**
- Enter your credit card information on the secure form and click **Pay Now**
- **Click the button on the next page to complete the transaction**
- Your funds are now available!



SAVE MONEY WITH A MEAL PLAN

Get **\$25** free when you purchase a **\$100** meal plan!

- Select **Meal Plan** from the dropdown menu at the top of the application
- Click **BUY**
- Verify your email address and click **NEXT**
- Enter your credit card information on the secure form and click **Pay Now**
- **Click the button on the next page to complete the transaction**
- Your funds are now available!



Need Help?

Contact the front desk or IT at
helpdesk@nl.edu