



FAIRFIELD PREP – PAC CARD

PAC = Prep Access & Cash Card is the students' and employees' id card which gives the cardholder access to Fairfield Prep facilities and the ability to use the card to purchase food in the Student Life Center and at Prep's vending machines. **Students and employees are responsible for the security of their Fairfield Prep id card (PAC Card).**

PAC Card Features:

- App can be downloaded onto your phone
- Parents can access their son's account by using their son's information
- Account activity can be monitored online
- The account balance will be displayed each time the card is used. The system allows for the storage of a credit/debit card number and regular deposits can be set up on a schedule. If a credit card number is stored, deposits can be initiated via the app or website at any time. (Please remember the risks of storing debit/credit information online.)
- Account balances are carried over year to year until such time as a student or employee leaves Fairfield Prep. At that point, any request for a refund will be charged a \$25 fee.
- ***Lost or Stolen Cards can be used by anyone. Therefore Please, Please, Please take care of your card. If your Fairfield Prep card is lost or stolen:***
 - Using the app on your phone, or by logging into your account you can immediately “deactivate” it. If you had misplaced the card and subsequently find it, you can “reactivate” it.
 - For people without the app or who do not have online access to their account the Business Office, the Operations & Facilities Office and the Office of Student Discipline can help you deactivate the card.

To Load funds onto your PAC Card:

1. Go to Fairfield Prep's website, click on Prep Connect and select PAC Card Link.
2. Select: Parents – Click Here to Make a PAC Card deposit to your student's account
3. Enter student's or employee's Fairfield Prep email address (ex. P19jsmith@fairfieldprep.org)
4. Enter student's or employee's Fairfield Prep eight digit id number as found on your PAC Card
5. Click “Make a Deposit” in the bottom right hand corner
6. Enter Amount and click Next
7. Enter Credit Card information and click Submit
8. Confirm information and click Make a Deposit
9. If you would like a receipt, enter email address(es) under Email Receipt and click Send Receipt

If you would like to add funds to your id card using cash, you will need to go to Prep's Business Office in Xavier 109.

To Review your Account Status:

1. Go to Fairfield Prep's website, click on Prep Connect and select PAC Card Link.
2. Under *Sign in to your PAC Card*; Enter your Prep User ID: ex. p19jsmith (p, class year, first initial, last name)
3. Enter your Prep Login Password and click Sign In
4. In the light gray banner, you can select Account Summary, Account Transactions or Account Statements
5. For lost or stolen id cards, to deactivate the account:
 - a. In the darker gray banner, select Card Services and deactivate the account
 - b. To subsequently activate the account, select Card Services and activate

To Download the App:

1. Go to Fairfield Prep's website, click on Prep Connect and select PAC Card Link.
2. Under *Sign in to your PAC Card*; Enter your Prep User ID: ex. p19jsmith (p, class year, first initial, last name)
3. Enter your Prep Login Password and click Sign In
4. Follow the directions on the screen

Questions:

Please contact Mrs. McGrath in the Business Office @ 203 254-4200 ext 3351.