Set Up Your Employee Dining Plan
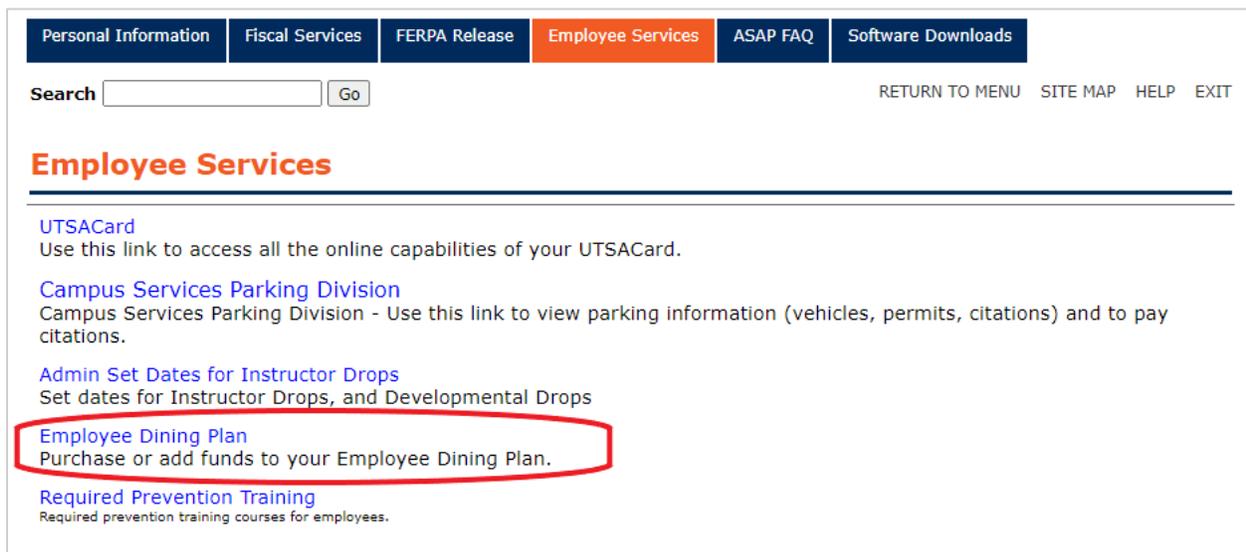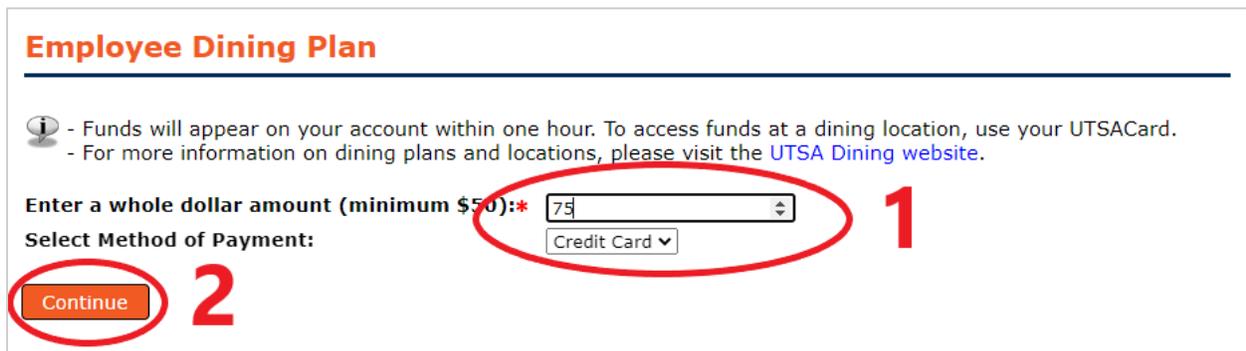
1. Log in to your ASAP account.
2. Click on the "Employee Services" tab in the top menu.

3. Under "Employee Services," click on "Employee Dining Plan."

4. Enter the amount you wish to add to your Employee Dining Plan, select your payment method and then click "Continue." A minimum value of $50 is required.

5. On the next screen, you can review the payment amount you've entered and opt to continue the payment or change the amount.

6. You will be taken out of ASAP to complete your transaction via uPay.

7. Funds on your Employee Dining Plan will appear on your account and be available for use within one hour. To access your funds, use your UTSACard at any campus dining location.