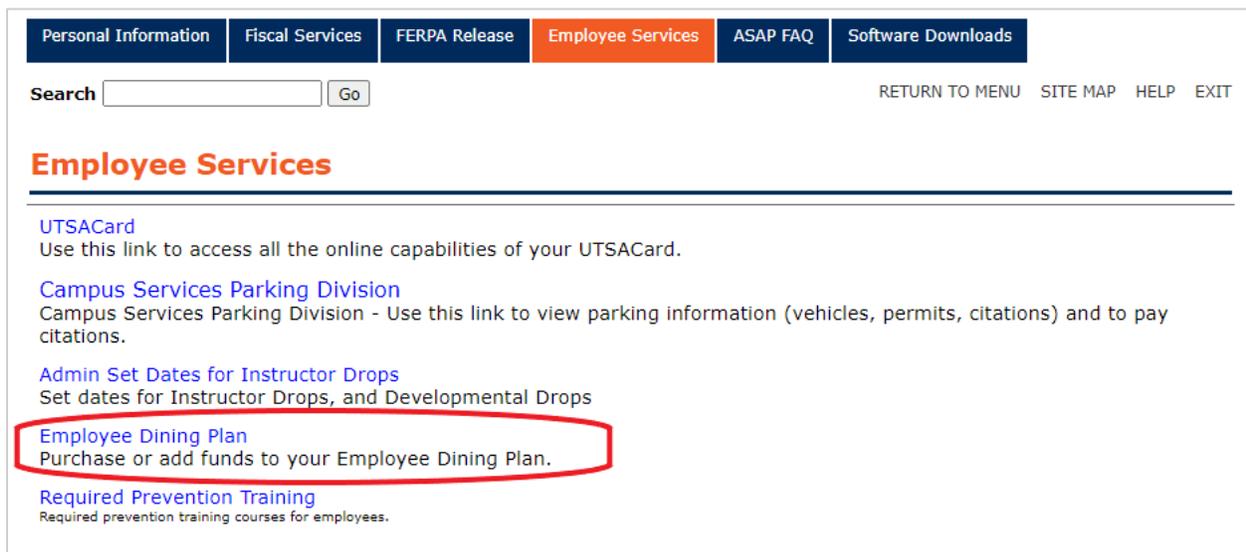


Set Up Your Employee Dining Plan

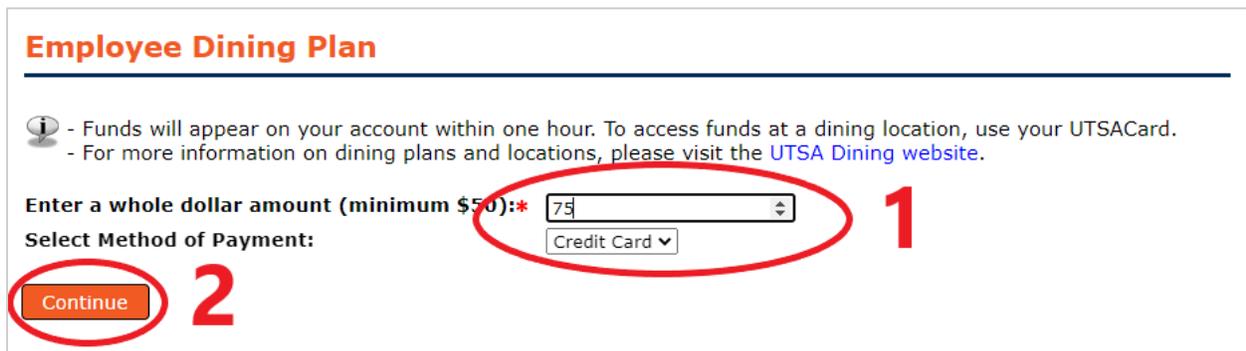
1. Log in to your [ASAP](#) account.
2. Click on the "Employee Services" tab in the top menu.



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.

Personal Information | Fiscal Services | FERPA Release | **Employee Services** | ASAP FAQ | Software Downloads

Search SITE MAP HELP EXIT

Employee Dining Plan - Review

NOTE: A credit card fee of 2.25% will be added to your credit card total.

At this time Visa credit card payments will not be accepted. Only Discover, Master Card, and American Express credit card payments will be accepted.

| | |
|-------------------------------------|---|
| Order ID: | 653153347-01700389 |
| Employee Dining Plan Amount: | \$75.00 (Payment will be processed in U.S. dollars) |
| Credit Card Fee: | \$1.69 |
| Total Amount: | \$76.69 |

You will be leaving ASAP to complete the payment process.

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

Payment Confirmation Receipt

Payment Information * Indicates required information

Total: \$76.69

Payment Method:

Account Information * Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

[View Example](#)

Name on Card:

Billing Information * Indicates required information

Street Address 1:

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.