Set Up Your Employee Dining Plan

- 1. Log in to your <u>ASAP</u> account.
- 2. Click on the "Employee Services" tab in the top menu.

UTSA	AS	AP				
Personal Information	Fiscal Services	FERPA Release	Employee Services	A TAP FAQ	Software Downloads	
Search	Go			-		

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

	Personal Information	Fiscal Services	FERPA Release	Employee Services	ASAP FAQ	Software Downloads			
	Search	Go				RETURN TO MENU	SITE MAP	HELP	EXIT
	Employee Se	ervices							
-	UTSACard Use this link to acce	ess all the online	e capabilities of	your UTSACard.					
Campus Services Parking Division Campus Services Parking Division - Use this link to view parking information (vehicles, permits, citations) and to pay citations.									
Admin Set Dates for Instructor Drops Set dates for Instructor Drops, and Developmental Drops									
Employee Dining Plan Purchase or add funds to your Employee Dining Plan.									
	Required Prevention Required prevention training	n Training courses for employee	s.						

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.

Employee Dining Plan
Φ - Funds will appear on your account within one hour. To access funds at a dining location, use your UTSACard. - For more information on dining plans and locations, please visit the UTSA Dining website.
Enter a whole dollar amount (minimum \$50):* 75
Continue 2

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 Go					SITE MAP	HELP	EXIT
Employee Dining Plan	n - Review	1					
▲ NOTE: A credit card fee of 2. ▲ At this time Visa credit card Express credit card payment	25% will be a payments will s will be accep	dded to your created not be accepted pted.	dit card tot . Only Disc	al. over, Master Card	, and Am	ierica	n
Order ID:	653153347-01	700389					
Employee Dining Plan Amount:	\$75.00 (Payme	nt will be processed	l in U.S. doll	ars)			
Credit Card Fee:	\$1.69						
Total Amount:	\$76.69						
You will be leaving ASAP to complete the payment process. Continue Payment Change Amount							

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:*	Credit Card	~
Account Information		* Indicates required information
Credit Card Type: [*]	Select a Credit Card Typ	De •
Account Number:*		
Expiration Date:*	09	✓2023✓
Security Code:*		
News an Coul*	() 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.