

APCard Top Up Kiosk Manual

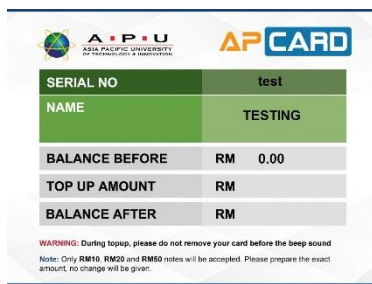
Step 1



Please insert your AP Card into the designated card slot. You do not have to remove your card from the cardholder as the slot is able to fit the AP Card with our given card holders.

Note: Please do not remove your AP Card before the 'beep' sound as it will affect the data transfer process, in which may result in an unsuccessful top up.

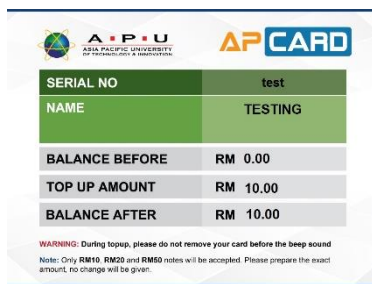
Step 2



A screen with the cardholder details and card balance will be shown. At this screen, please insert the cash (notes) that will be used to top-up your balance in AP Card. A beep sound will indicate the success of the transaction.

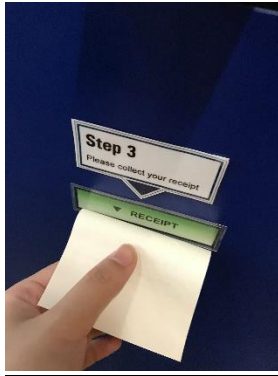
Note: This machine accepts RM10, RM20 and RM50 banknotes only. Please prepare the exact amount for top up, as **change will not be provided.**

Step 3



Once the top-up amount is inserted into the kiosk, the screen will be updated with the latest balance and the top-up amount. You may now remove your card from the kiosk.

Step 4



Once the transaction is complete, a receipt is printed for your records. Please collect the receipt from the kiosk.

Should you face any problems, please approach the Financial Services (Cashier) Counter on the 3rd Floor or e-mail to apcard@apu.edu.my.