

Coded Value Adder (CVA) Instructions

Let's get started!

1. On the internet, navigate to www.washco.com.
2. Click "revalue my smartcard"
3. Click "new customer? Click here to register"
4. Follow the on-screen instructions to create your new account.

You will be sent an activation e-mail, follow the link within the e-mail to activate your account.

After your account has been activated, you will be automatically directed to the login screen.

After you have logged in,

1. On the left side of the screen click "CVA".
2. Enter the CVA ID number that is on the front of the CVA in your laundry room. **Your CVA ID number is 3085.** (code will only work in the CVA you select)
3. Follow the on-screen instructions to accept this CVA.
4. **Click "Cards" and follow the on-screen instructions to assign your card to your account.**

Congratulations, you have completed the one time set up of your account.

Now you are ready to revalue your card.

1. Click "revalue" and follow the on-screen instructions to purchase a revalue code.

**Make certain that the correct card serial number is displayed.
Codes purchased for the wrong card will not work at the CVA.**

2. After you have completed your revalue purchase, your code will appear on the screen. You have the option of printing this screen. Your revalue code will also be e-mailed to you. If you entered a mobile phone number in your account profile, the code will also be sent in a text message.
3. Take your card and your code to the CVA to retrieve your value.

Please note that revalue codes expire after 30 days. Please use your codes at the CVA within 30 days.

For questions or concerns, please call Washco customer service during normal business hours. 1-800-342-9683