



1. Go to hercnet.com and click on the third turquoise tab on the top right of the

2. washing machine.

3.

4. Create an account with your personal information, following the directions on screen. When creating your account you can opt to be texted by Hercnet, in addition to being emailed.

5. Open your e-mail and confirm your account by clicking on the link in the e-mail from Hercnet.

6. Log into your new account.

7. On the left hand side of the page, click on the second turquoise tab labeled

8. To register a card, follow the prompts on the screen. Your serial number is located on the back of your laundry card at the very bottom. Carefully read the serial number and type it into the appropriate box on the screen. It is a VERY GOOD IDEA to take a permanent marker to your laundry card and in the white space, write your name.

9. Once the card is registered, information about your card will appear at the bottom of the screen. Click on in black to the bottom right of the information.

10. Enter your CVA code, corresponding to your building. You will only need to do this once, when you first register the card.

Brookdale: 1269

Schottenstein: 1270

35th Street: 1272

36th Street: 1271

11. Enter your credit card information. You can opt to save this data so that you do not need to re-enter it every time you want to re-value (

