

**Egmont Park Condominium Laundry Room at 66 Egmont Street,
Brookline
Updated 7-29-2019**

The laundry room has machines that use smart cards. You will be able to buy credits online with credit cards. You will receive a code which you will enter into a device in the laundry room called a Coded Value Adder (CVA) which will then allow you to operate the machines.

In summary, you need to use a credit card to buy a code that will allow you to get a smart card out of the CVA in the laundry room. You can use the card as soon as it comes out of the machine. You can use that card 4 times before it runs out of credit (the card has \$12.00 in credit and each machine uses \$3.00). You need to register the card online to add more credit. If you don't use the right serial number from your card when you register it, your credit won't be applied to the card, so be careful entering the right number. It is at the bottom of your card and starts with 40391 or something similar.

The following are the updated instructions provided by the system vendor:

CVA & Laundry Card User Instructions:

Register or Log in:

1. Enter <https://www.codedvalueadder.com/egmontpark/> into the address bar of your web browser.
 - a. If this is your first visit you must register by clicking "New Customer? Click here to register." And follow registration instructions. *Remember you will need to activate your account via email.*
 - b. If you have already registered, you may log in using your Username and Password
2. After you have registered and activated your account, the **next time** you log into the site you need to click the CVA button on the left of the screen.
 - a. This brings you to Find & Assign Device Page
 - b. Type 000 into the ID Box and Hit Search
 - c. You will see 66 Egmont Street appear in the search results.

- d. Click on the word “Assign” under the word “Actions” at the end of the line starting with 66 Egmont Street near the bottom of the page.
 - e. This has registered your account to the CVA and you should never have to do this again.
 - f. If you lose or damage the card and buy another one, make sure to delete the old one from the system. If you fail to do this, you can still register your new card, but if you buy more credit and mistakenly put it on the lost card, you will lose your money and we cannot fix this for you, so please make sure you delete the old cards.
3. From the main page or on the current page, your options are Buy Cards, Add Value to Card, and view all codes Generated on your account. First Let’s Buy a card.

Buy A Card:

4. Press Blue “Get Card Button”
 - a. This will bring you to the Purchase BuyCard Code page.
 - b. Notice Cards Cost \$17.00 but will have a \$12.00 value on them. The cards themselves cost \$5.00 each. Please do not lose them or you will have to pay for another card.
 - c. Enter your credit card information as required, making sure that your billing information matches your credit card.
 - d. Press Continue
 - e. The payment will be processed and shows a transaction summary. Check the box and press to buy the card and generate a 10-digit code. xxx-xxx-xxxx will be generated.
 - f. Depending on how much information you registered upon account creation, you can get an email or text of the code. If you fail to identify your cell phone provider in the drop-down list (Verizon, sprint, etc.), it will not be possible to send you a text. If you have already registered without this and want to receive your code by text, you should update your registration information. Otherwise print or write the code down and bring it with you to the CVA in the laundry room. You can also view all codes you have created by clicking on the “Codes” Button (codes are valid for 30 days or until used)
 - g. When at the CVA press 1. For English or 2. For Spanish, then press the green button under “Get Card”. The machine will ask you for the 10-digit code you just received. After the code is accepted, the machine will dispense a laundry card to you. This card will have \$12.00 on it immediately ready to use on the machines.

After purchasing and using the cards, you need to register your card to your account through the web site to be able to add more credit.

Register your Card:

5. Again visit <https://www.codedvalueadder.com/egmontpark/>
6. Log In using your username and password
7. Click Blue “Cards” Button
 - a. Name Your Card in the Card Alias Box. I.e.: Josh’s Laundry Card
 - b. Enter the number printed on your card in the Money Card Serial # box (This is the 8-digit number starting with “40391” This number will change as we add new cards to the CVA.
 - c. Enter same serial number again in the Confirm Serial # box.
 - d. Your card should appear below. And is now registered to your account. ***You should never have to do this again. Unless you lose your card and have to purchase a new one.***

Add Value to Card

8. When you are ready to add value to your card again you can do this one of two ways but will always have to visit <https://www.codedvalueadder.com/egmontpark/> and log in using your username and password
 - a. Click on Cards, and then click “Value” under actions in the My MoneyCard section at bottom of page.
 - b. Click Revalue Button from main page.
9. From the drop down, select the amount you wish to add to the card
10. Make sure the code shown matches the code on the card you want to revalue. As long as you only have one card this should never be different. This is the 8-digit number starting with 40391. If it doesn’t match, you made an error in your registration and will have to reregister your card before adding value.
11. Fill out credit card information confirm billing information and click Continue
12. This will verify payment and refresh the page showing a 10-digit code. xxx-xxx-xxxx
13. Depending on how much information you registered upon account creation, you can get an email or text of the code. Otherwise print or write the code down and bring it with you to the CVA in the laundry room. You can also view all codes you have created by clicking on the “Codes” Button (codes are valid for 30 days or until used)
14. When at the CVA press 1. For English or 2. For Spanish. Press the green button under “Add Value or Revalue” then follow the instructions on the screen.
 - a. Insert Your Laundry Card
 - b. Type Code using number pad
 - c. Value is added to card once code is verified
 - d. Remove Card
15. Your card should now have the new value added to any amount already on the card.

Using Card in Machine:

16. Load clothing into the machines.
17. Select the cycle you desire
18. Add detergent and close the door.
19. Insert the MoneyCard chip side face up with chip at the rear.
20. The Dryer will Show BAL and the amount left on card. Washers will read CARD then show balance on card.
21. Now the Start Button will light up. Push the Start Button to start the machine.
22. Remove card. The Value of the wash or the dry has been removed from your card and the machine will now be running.

DRYER TOP OFF:

The dryers are set to run for 45 minutes. In most cases, this should be enough time. While the machine is running you have the ability to add more time at the cost of \$1.00 for every 15-minute increment. Simply reinsert the card during the cycle, then press the “Start” button after the green light has lit up. 15 minutes will be added and \$1.00 will be removed from your card. This function is no longer available once the machine runs its full cycle and stops by itself.

CHECKING CARD BALANCE:

Also note that every machine can show the balance of a MoneyCard just by inserting the card into the reader. If you do not want to actually use a machine just remove the card after the balance is shown. **Do not press “Start”.**