

How to
use the
CVA
website

2011

This document will detail the various features of the CVA website,
as well as how to use and manage the system.

Registration

Commercial Laundries, Inc.
Code Revalue Site

8510 N.W. 56th Street • Miami, Florida 33166
Telephone: 305-592-7990 • 1-800-242-COIN • Fax: 305-477-2950
E-mail: info@commerciallaundries.com
www.commerciallaundries.com

Existing Customer Login

Username:

Password:

Forgot your password? [Click here.](#)

[Login](#)

[New customer? Click here to register!](#)

Commercial Laundries, Inc

Welcome to our code revalue site.

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Supported Web Browsers: IE6, IE7, IE8, Firefox 3.6, Chrome 7, and Safari 5

In order to begin using the CVA website you will first need to register. On the main page of the website click on the link labeled **[“New customer? Click here to register!”](#)**.

This will take you to the registration page, where you will fill out basic information about yourself, as well as register a username and password with the system.

Registration (Continued)



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New Customer Registration

Please take a few minutes to fill in your contact information.

Already registered? [Click here to log in.](#)

Please Note: All fields denoted with a (*) are required.

Username: *

Password: * (minimum 7 characters)

Confirm Password: *

First Name: *

Last Name: *

Email Address: *

Home Tel.:

Mobile #:

Mobile Carrier: *Collected solely for text message notifications.*

Address: *

City: *

State: *

Zip Code: *

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After you complete the form click the “**Register**” button to complete registration. Once submitted you will receive an email in your inbox, this email will contain a link to verify your account with the system.

After the account is verified you will be able to log into the system with your chosen username and password combination.

Managing Profile



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Welcome, Test User! (Logout)

PROFILE

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My Profile

Please make sure your contact information is valid and up to date.
Mobile carrier field is only required if you wish to receive codes via text message for convenience.

Would you like to change your password? [Click here.](#)

First Name:

Last Name:

Email Address:

Home Tel.:

Mobile #:

Mobile Carrier:

Address:

Apt # or Dorm #:

City:

State:

Zip Code:

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Manage your profile information by selecting the **“Profile”** button on the left hand navigation menu. This will take you to the Profile page and display your profile information.

To update this information, change the information in the text field, once completed click the **“Update”** button to save the changes.

To change your password click the link labeled **“Would you like to change your password? Click here”**. This link will take you to the change password page. Fill in the required information and click **“Change”** to complete the password change.

Managing Cards



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My MoneyCards

Here you can manage your MoneyCards. When you purchase a Smart MoneyCard, you must assign it to your account before you can purchase revalue codes. Remember, a revalue code only works with a Smart MoneyCard for which it was generated. You can find the serial number printed on the back of your Smart MoneyCard.

Add Smart MoneyCard

Smart MoneyCard Card Alias:

Smart MoneyCard Serial #:
(i.e. 445543)

Confirm Serial #:

This Smart MoneyCard was previously used with SmartDial revalue system.

Add



My Smart MoneyCard's

	Card Alias	Card Serial Number	Date Added	Revalued	Actions
Delete	Mom's Card	000-000-0123	3/9/2011 10:47:49 AM	\$0.00	Revalue

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Manage your Smart MoneyCard's by selecting the **"Cards"** button on the left hand navigation. This will take you to the cards page allowing you to add, edit or delete MoneyCards.

To add a MoneyCard, select an Alias or nickname for the card you want to add (ex. Mom's Card). Next fill in your cards' serial number found on the back of your MoneyCard. Finally, click **"Add"** to associate this card to your account.

To remove a MoneyCard, select the link labeled, **"Delete"**, next to the card you wish to remove. A confirmation box will appear select **"OK"** to continue.

To generate a revalue code for a card, select the **"Revalue"** link associated with card you wish to generate a revalue code for. (Note: In order to generate a revalue code you will need to have a CVA device linked to your account. Instructions on next page)

Managing CVAs



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Find & Assign CVA Device

Here you can search for a CVA device located near you. The best way to find a device is by using its unique ID which can usually be found on the device itself. If the device is located in your building, try entering your residential address.



Please enter a CVA ID or residential address.

ID:

- OR -

Address:

Search

Search Results

No devices were found using above search filters.

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Manage your default CVA device by selecting the “**CVA**” button on the left hand navigation. This will take you to the CVA page, allowing you to assign a default CVA to your account or change your selected CVA device.

To assign a CVA device to your account, either type in the CVA device’s ID (found on the physical CVA device) or the address in which the device is located. Conclude by clicking the “**Search**” button, your CVA device will appear in the “**Search Results**” section of the page. Click the “**Assign**” button to select this device as your default.

Purchase Code



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Purchase Revalue Code

Please fill out the form below to purchase a revalue code for your Smart MoneyCard. Remember, the code you purchase here will ONLY work with the Smart MoneyCard you choose below and ONLY at your assigned CVA device.

Revalue Amount: \$5.00

Smart MoneyCard: (Mom's Card) 000-000-0123

Add Smart MoneyCard

My CVA:



CVA ID: 9999
Address: 270 Commerce Drive
City: Fort Washington
State: PA
Zip: 19034

Change Device

Cardholder Name:

Card #:



Exp. Date:

Security Code:
3 to 4 digit code on the front or back of your card.

You must enter your billing address exactly as it appears on your credit card statements.

Billing Address:

City:

State:

Zip:

Save my billing address for next time.

Continue

Cancel

Generate a revalue code by clicking the **“Revalue”** button if you selected a machine capable of dispensing cards you can purchase a buy card code by selecting **“Buy Card”** on the left hand navigation. This will take you to the purchase page, which will allow you to buy a code.

To purchase a code, fill out all necessary information (selecting revalue amount, CVA Device, and filling in your credit card information) (Note: Make sure that the billing address matches your credit card statement exactly) Click **“Continue”** to proceed.

You will then be taken to a summary page. Review the information and click **“Buy Now”**. If the payment was successful you will see the transaction receipt with the code displayed on the page.

View Codes

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My Codes

On this page you can see your previously purchased revalue and buy card codes.

Expired codes will be shown in red.

Currently, there are no revalue or buy card codes associated with your account.

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View information on any code you purchased by clicking the “**Codes**” page on the left hand navigation. This will take you to the codes page and allow you to view all codes purchased as well as some basic information for those codes.

To view the code information, hover your cursor over the specific code on the grid. A message will display, showing you the expiration date of the code.