When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

**PURCHASE UNIONCARD**

**Please note:** Saxion students have to purchase the UnionCard at the reception desk at the Saxion. There they will receive personal account details.

**Step 1: Go to site**

- Go to [www.unioncard.nl](http://www.unioncard.nl).
- Click *Order UnionCard*.
Step 2: Log in with your ICT-account

- Under *Sign in*, click the orange button, which says *DMS LOGIN UTWENTE STUDENTS EMPLOYEES*.
  
  Please note: Saxion students have to purchase the UnionCard at the reception desk at the Saxion.
In the field **Username**, enter your student- or employee number, followed by @utwente.nl (e.g. s0123456@utwente.nl).

In the field **Password**, enter the corresponding password.

Click **Login**.
Step 3: Add UnionCard to basket

- Go to *What’s On Offer*.
- Under *Memberships*, find *UnionCard* (in this case UnionCard *blur*).
- Click *Add*. 
Step 4: Make payment

- Click on the basket.
- Click on Pay online.

- Click on preferred payment method.
- Follow payment steps.
- After completion you wait till you are redirected to the dms.utwente.nl
- You now have successfully purchased the UnionCard!