**Replacement Cortex COLLAB Access Card Instructions**

**Access cards for the Cortex COLLAB facility cost $25 per card. To request a replacement and pay for the cards, follow these instructions:**

1. Go to: <https://commerce.cashnet.com/TLCenter>
2. Complete the form, noting these details:
   1. Price: **$25.00**
   2. Invoice Number: This should be your last name, and the words “Cortex Card Access”
      1. Example: **LAST NAME-Cortex Card Access**
3. Pay for the $25 fee via credit/debit card.
4. Wait approximately 7-10 days for card to be brought to you during class. Note: in the meantime, coordinate with another student to gain access.

A $25 charge will be required for each replacement of an access card. All previous cards will be deactivated. For security reasons, only one access card is authorized per individual.

If you have any questions, contact Sarah Campbell, Student Success Manager, at [scampbell@bootcampspot.com](mailto:scampbell@bootcampspot.com).