**As a staff member of the University of Cambridge, you are entitled to purchase a TOTUM card for £12 (for one year), for use at thousands of high street and online stores, eateries, subscriptions and various other channels. TOTUM is the NUS extra card evolved. It comes with all the same great discounts and offers as the NUS extra we know and love but with additional features and functionality loaded into a mobile app. The mobile app ensures you get the most out of your card by notifying you of nearby offers and exclusive deals. Please note existing NUS Extra cards will still work for the duration of the card term. If you are renewing your NUS Extra card, a new TOTUM card will be issued. Feel free to email** **enquiries@cusu.cam.ac.uk** **should you have further questions.**

The steps are simple:

1. Navigate to the [TOTUM website](https://cards.nusextra.co.uk/). Enter your @cam.ac.uk email address and click “Buy or renew your card today”.

2. Enter Cambridge University Students’ Union as the place of study, and select “Verify by collection from your Place of Study”.

3. On the next screen, leave the dates as they are, and select BA (Hons) for Course level, and Other for Course discipline. Select Continue.

4. Next, select how long you’d like the card for (1, 2 or 3 years).

5. Next, add a photo of yourself for the card, via Facebook, webcam or selecting a photo from your folders.

6. Next, enter the personal details requested, including name, phone number, address etc. Where it asks which college you are a member of, enter n/a

7. Input your preferred password and review the terms and conditions of service. If you are happy to accept them, tick the box and continue.

8. On the next screen, select where you would like your card delivered to. Select the address of the Student Union, “Main, 17 Mill Lane, Cambridge” – delivery to the CUSU office is free of charge. Please note CUSU is able to forward your card on arrival via UMS by request only. If you have ordered a card and would like it to be sent on to your office via UMS, please email enquiries@cusu.cam.ac.uk with your full name, date of card order and your UMS forwarding address so that they can look out for your card and send it on accordingly.

9. Choose the colour of card you would like, and select confirm and pay.

10. Select your payment method (card or PayPal) and follow the instructions on screen.

11. You will then be directed to a confirmation page with details of your order, and where you can print a receipt if you wish.

12. Once your order is completed, it is estimated it will take up to 10 working days for you to receive your card. However, you can download the TOTUM app to allow you access discounts straight away. Once you have downloaded the app, you can log in using the email address and password selected previously.

If you experience difficulties with the TOTUM website, please use an alternative web browser. Similarly you may contact help@totum.com if you have any questions which are not answered in the [FAQ section](http://www.totum.com/faq) of the website.