



Visa Prepaid Administration Tool (PAT)

ALINE Card by ADPSM
Payroll Program



Table of Contents

INTRODUCTION	1
Access the PAT URL.....	1
SIGN ON TO PAT.....	2
CHANGE YOUR PAT PASSWORD.....	3
Password Guidelines.....	3
ACCESS ONLINE HELP AND PROGRAM INFORMATION	5
Access Help Contents	5
Access Program Information	5
Browse Books and Help Topics	5
Search for Help Topics Using the Index	7
Search Help Topics Using the Keyword Search.....	7
SIGN OFF PAT	8
ISSUE CARDS.....	9
Instant Issue Cards.....	9
Enter Card and Cardholder Profile Information	10
Complete the Card Sale.....	12
Mail Order Cards	15
Add Card Information	15
Enter Cardholder Information.....	16
Complete the Card Issuance	18
Bulk Upload Cards.....	21
Add Cards through Bulk Upload	21
Review the Bulk Upload Queue	24
Submit Files	24
View the Bulk Upload Queue	25
Review and Submit Files.....	27
View the Submitted Files Receipt	29
View Bulk Upload Errors	31
Cancel a Bulk Upload File.....	33
Update Cardholder or Instant Issue Information through Bulk Upload	35
MANAGE CARDHOLDER INFORMATION.....	38
Maintain Cardholder Accounts	39
Update Cardholder Information.....	39
Search for Cardholder Information-Quick Search.....	39
Search for Cardholder Information-Advanced Search	40
View Cardholder Account Information.....	44
Manage Cardholders Tasks	45
Change a Cardholder Location	45
MANAGE CARD STOCK INVENTORY.....	47
Order Card Stock.....	47
Manual Card Stock Orders	47
Automatic Orders	47
Location Settings.....	47
Order Processing	47
Set Up Card Stock.....	48
Add Card Stock	48
Add Contacts.....	48
Subscribe to Card Stock	48
Customize Card Stock Subscriptions.....	48
Enter a Manual Order.....	50
Review Card Stock Orders.....	52
MANAGE AND RECEIVE ORDERS	53

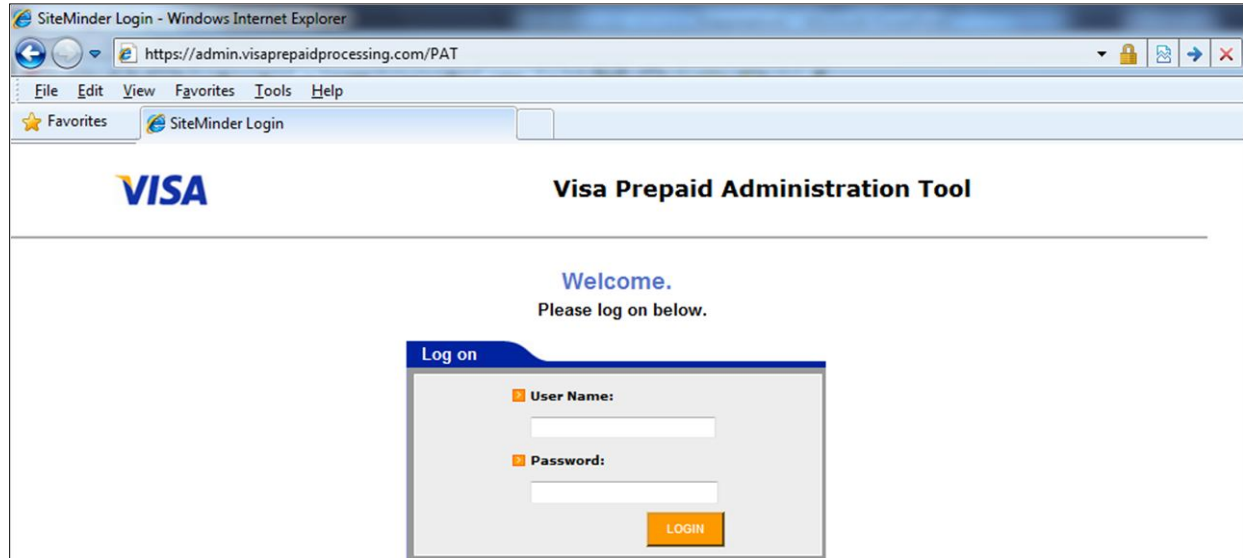
Manage Orders as Received or Not Received	54
Approve an Order from a Notification E-Mail	54
Approve an Order from the Order Queue	55
Receive a Complete Card Stock Order.....	56
Receive a Partial or Damaged Card Stock Order	57
VIEW CARD STOCK INVENTORY	58
Subscribe Location to Card Stock	59
Add a Location Contact	61
Customize an Automatic Card Stock Order for a Location	63
TRANSFER AND STATUS CARDS	65
Transfer Cards.....	65
Assign Stale or Damaged Status to Cards.....	65
Stale Cards	65
Damaged Cards	65
Destroyed Cards	65
Transfer a Complete Card Order	65
Transfer Selected Cards within an Order.....	68
Transfer Individual Cards	71
Assign a Status to an Order as Stale or Damaged.....	73
Assign a Stale or Damaged Status to Selected Cards within an Order.....	74
Assign a Stale or Damaged Status to Individual Cards	76
Assign a Status to Cards as Stale by Expiration Date	78
VIEW LOCATION INFORMATION	80
Search Location Information.....	81
View Location Information	84
View Account History for a Location.....	85
View Funding History for a Location.....	86
View Card Programs for a Location.....	86
View Reporting Group Information	87
View and Add Location Notes	88
Search for Cardholders by Location	89
MANAGE USERS AND SECURITY FUNCTIONS	90
Security Functions	90
Business Groups.....	90
Security Roles	90
Manage User Accounts	91
Add Users	91
Reset User Passwords.....	91
View Business Groups	91
View Security Roles	92
Add a New User	94
Edit User Information	96
Delete a User	97
Reset a User Password	98
PAT REPORTS.....	99
Access PAT Reports	100
Export PAT Reports.....	102

The information furnished herein by Visa is CONFIDENTIAL and is distributed to Visa members for their exclusive use in operating their Visa sponsored programs and shall not be duplicated, published, or disclosed in whole or in part without the prior written permission of Visa.

The information contained herein constitutes proprietary and confidential information of ADP. It must not be copied, transmitted, or distributed in any form or by any means, electronic, mechanical, or other, including photocopy, recording, or any information storage and retrieval system, without the express written permission of ADP. All rights reserved.

Introduction

Access the PAT URL



To access the Visa Prepaid Administration Tool (PAT) browser-based system, you must use an Internet browser.

It is recommended that you create a bookmark or shortcut to more easily access PAT daily.

The PAT URL for prepaid processing is <https://admin.visaprepaidprocessing.com/PAT>.

NOTE: PAT is compatible with Internet Explorer 7 and 8 (Internet Explorer 9 may be used by changing the compatibility settings). PAT is currently not compatible with Google Chrome, FireFox and Safari.

Log on to PAT

The first time you access PAT, you will be required to log on with the user ID and password assigned to you. Once in the system, you will be required to change your password and answer four security questions from a list of ten. Answers to the questions are not case sensitive. Your answers serve as your authentication token. Make sure that your answers are known only to you. This knowledge-based authentication adds another layer of security to the system. This added security is in full compliance with the Federal Financial Institutions Examination Council (FFIEC).

Below is the list of ten questions from which you may choose. One of the questions you select will appear at random whenever you log on to the PAT system.

- What is my pet's name?
- What is my city of birth?
- What is my father's middle name?
- What is my favorite sports team?
- What is your favorite animal?
- Who was my childhood best friend?
- What is your favorite vacation spot?
- What was your first car?
- What is your favorite comic strip?
- What is your favorite restaurant?

Change Your PAT Password

Password Guidelines

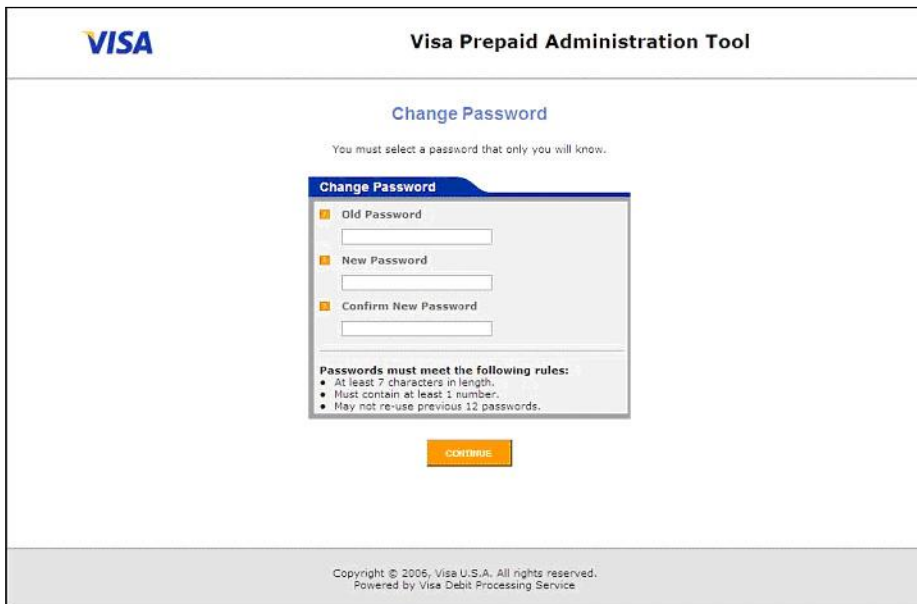
The system requires that you change your password every 30 days. However, you may change your password at any time from the homepage. Your new password cannot be identical to any password you have used within the previous 12 months. Passwords are case sensitive and must be 7 - 20 characters in length and include at least one alpha and one numeric character.

To create a secure password, follow these guidelines:

- Use at least seven characters
- Use a mix of uppercase and lowercase characters
- Use a mix of letters, numerals, and special characters
- Do not use your user name as your password
- Do not reuse a previous password
- Do not use a universal password for all your secured online accounts
- Do not write your password down, display it in the open, or store it in an easily-accessed location
- Do not give your password to anyone

1. Click Change Password from the PAT home page.

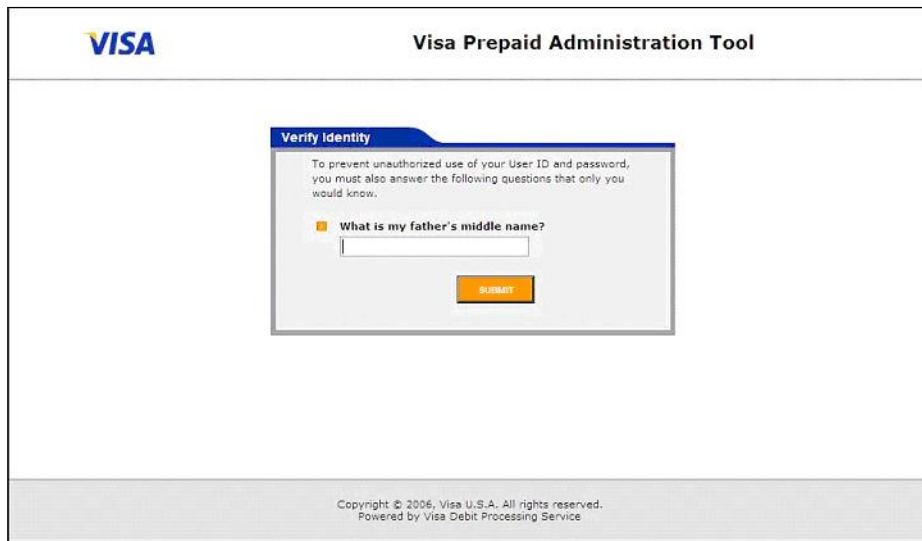
Change Password



The screenshot shows the 'Change Password' interface within the 'Visa Prepaid Administration Tool'. At the top left is the VISA logo, and at the top center is the title 'Visa Prepaid Administration Tool'. Below this is the heading 'Change Password' and a sub-heading 'You must select a password that only you will know.'. The main form area contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. Below the fields is a section titled 'Passwords must meet the following rules:' with three bullet points: 'At least 7 characters in length.', 'Must contain at least 1 number.', and 'May not re-use previous 12 passwords.'. At the bottom of the form is a yellow 'CONTINUE' button. The footer of the page contains the text 'Copyright © 2005, Visa U.S.A. All rights reserved. Powered by Visa Debit Processing Service'.

2. Enter your current password in the Old Password field.
3. Enter your new secure password in the New Password field.
4. Re-enter your new secure password in the Confirm New Password field.
5. Press Continue. The Verify Identity screen will appear.

Verify Identity



The screenshot shows a web interface for the Visa Prepaid Administration Tool. At the top left is the VISA logo, and at the top center is the title "Visa Prepaid Administration Tool". The main content area features a "Verify Identity" section with a blue header. Below the header, a message states: "To prevent unauthorized use of your User ID and password, you must also answer the following questions that only you would know." A question is displayed: "What is my father's middle name?" with a text input field below it. A yellow "SUBMIT" button is positioned below the input field. At the bottom of the page, a footer contains the text: "Copyright © 2006, Visa U.S.A. All rights reserved. Powered by Visa Debit Processing Service".

6. Enter the correct answer to verify your identity.
7. Click Submit. The new password is accepted when the system homepage appears.

Access Online Help and Program Information

Access Help Contents

The Prepaid Administration Tool Help feature gives you step-by-step instructions on how to perform all of the tasks within the PAT application. PAT Help can be accessed several ways. You can browse through the table of contents, search the index, or enter a keyword for the search.

IMPORTANT: Not all functions and features described in this Help system are available to all users. Available menus, options, and fields vary based on program settings and each user's security profile.

You can print any Help topic by right-clicking in the topic display window and selecting Print from the context menu. For optimal results, change your print orientation to landscape.

Access Program Information

You can access customized information about your card program including:

- A program fact sheet
- Frequently asked questions (FAQs)
- Privacy agreements
- Terms and conditions
- Dispute forms
- Error resolution procedures

To access program information:

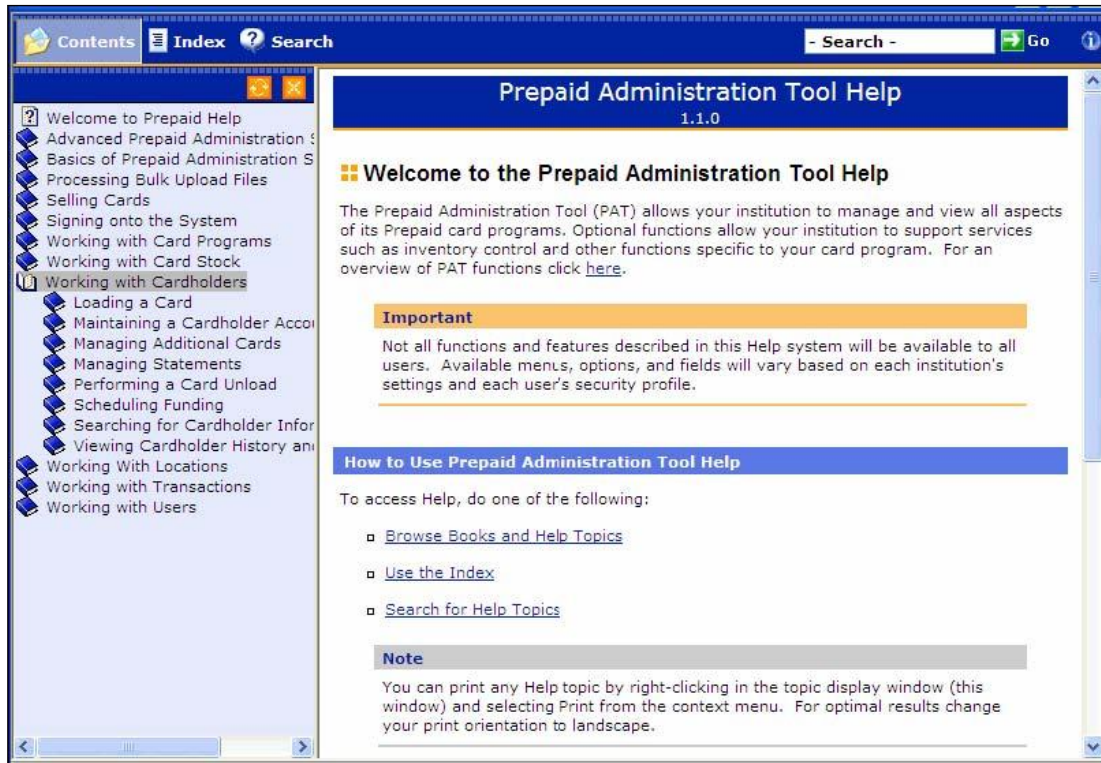
1. Click the Program Information link, which is found at the bottom of the PAT Welcome page.
2. Select a Card Program if one is not already selected.
3. Select a Location (if not already selected). The associated program documents appear.
4. Click the link for the information that you would like to view. The corresponding customized information appears.

Browse Books and Help Topics

To browse books and help topics:

1. Click the Help link.
2. Browse the books or list in the left navigation pane from the Contents menu.
3. Click a book to view the individual topics.

Help Contents



NOTE: Some books contain other books or a combination of books and topics. Open each book to view the topics within.

4. Click a topic to view the step-by-step instructions in the right display pane.
5. Click the links to view additional information and related topics.

Search for Help Topics Using the Index

To search for help topics using the index:

1. Click the Help link.
2. From the Index menu:
 - Browse the alphabetical list of keywords in the left navigation pane, or
 - Enter one or more whole or partial keywords in the Find field
3. Click a Keyword to view the associated topics in the pop-up window.
4. Click a topic to view the step-by-step instructions in the right display pane.
5. Click the links to view additional information and related topics.

Search Help Topics Using the Keyword Search

To search for help topics using the keyword search:

1. Click the Help link.
2. From the Search menu, enter search terms in the Search field and click Go. A list of matching topics appears below the Search field.
3. Click a matching topic to view the step-by-step instructions in the right display pane.
4. Click the links to view additional information and related topics.

Sign Off PAT



You must sign off at the end of each PAT session to avoid unauthorized use.

To sign out of PAT, click the Sign Out link.

NOTE: After 15 minutes of inactivity, the system automatically logs off your user ID.

Issue Cards

You can issue cards to employees three ways:

1. **Instant Issue:** The Instant Issue card can be issued on demand; however, it is not personalized.
2. **Mail Order:** Cards issued through the mail order option can be delivered to the employee's home address or the company address. Payroll deposits can be loaded when ordered or at a later date.
3. **Bulk Upload:** With the bulk upload feature, you can submit the information to order cards for one or many employees. You may also submit multiple orders on the same day.

Address standardization is performed on all cardholder addresses entered as part of a card issue or update. The purpose of the standardized address feature is to obtain valid address information to reduce the number of cards returned because of undeliverable addresses. The standardized address feature also helps reduce the incidence of fraud resulting from incorrect delivery addresses.

When the standardized address feature detects a discrepancy between the address entered by the user and the matching address in the database, it prompts the user to confirm or reject the new address. If the user chooses not to accept the suggested changes and opts to use the address as originally entered, a history record is logged indicating that the user "forced" the system to accept the address entered.

Instant Issue Cards

If you issue payroll cards at your location, you can immediately provide an Instant Issue card to an employee. Instant Issue cards are non-personalized Visa cards. To support this, card stock can be ordered through the PAT Card Inventory system and must be stored locally.

You can issue a payroll card with a pre-embossed message via PAT. Value (or payroll deposits) can be entered immediately or at a later date. Per Visa Operating Regulations, a non-personalized reloadable card will be replaced with a personalized card after two reloads.

Enter Card and Cardholder Profile Information

1. Select Card Sales > Instant Issue. The Instant Issue Card Sale page appears.

Instant Issue Card Sale



The screenshot displays the 'Instant Issue Card Sale' page within the 'Visa Prepaid Administration Tool'. The page features a navigation bar with 'Manage...', 'Card Sales', and 'Reports' tabs. Below the navigation bar, the page title 'Instant Issue Card Sale' is shown, along with a breadcrumb trail: 'Home > Card Sales > Instant Issue Card Sale'. The main content area is titled 'Card Information' and contains two dropdown menus: '* Location:' with the selected value '2000 - Company A' and '* Card Program:' with the selected value '- Select -'. A 'FILTER' button is positioned to the right of the 'Location' dropdown.

2. Select a Location (if not already selected).
3. Select a Card Program (if not already selected). The Instant Issue Card Sale page expands to include the card, cardholder information, and related sections.

Instant Issue Card Sale page with Card and Cardholder Information

VISA Visa Prepaid Administration Tool

Sample FI - Payroll 1 SEARCH Home Help Sign Out

Manage... Card Sales Reports

Instant Issue Card Sale
Home > Card Sales > Instant Issue Card Sale

Card Information
Location: 2000 - Company A
Card Program: Sample FI - Payroll 1

Card Entry
 Card Number: 4000 1234 5678 9010
 Proxy ID:
 Account Number:

Country Information
* Country of Residence: United States - USA

Cardholder Profile:
Employee ID: SH12345678
* First Name: Samuel MI: * Last Name: Harris Suffix:
* Address Line 1: 500 Main
Address Line 2:
* City: Denver
* State: CO - Colorado * ZIP Code: 80000
* Phone: 3035555555 * Phone Type: Work phone
* Date of Birth [MM-DD-YYYY]: 01 - 01 - 1980
Email Address: sh@samplecompany.com
Confirm Email Address: sh@samplecompany.com

*** Government ID**
Social Security Number is the preferred form of Government ID.
 Social Security No: 123456789
 Individual Tax ID No:

Initial Value Load
Select a Funding Source that will be used to load funds and pay fees for this card.
 \$0.00
 Card Amount: \$ 200 (\$0.25 - \$1000) * Funding Source: Company Account ending in 2852
CANCEL CONTINUE

4. Enter the Card Number in the appropriate field.
5. Enter the required information about the cardholder in the Cardholder Profile section.
NOTE: Required fields, as defined by your institution, will be displayed with an asterisk.
6. Enter a Government ID in one of the available fields.
7. Select an Initial Value Load option.
8. Click Continue.

NOTE: If the address you entered does not match the address on file with the United States Postal Service (USPS), the Address Confirmation section appears.

Instant Issue Card Sale—Address Confirmation

The screenshot shows the 'Address Confirmation' page in the Visa Prepaid Administration Tool. The page title is 'Instant Issue Card Sale' and a red message states 'Address Confirmation is required.' The breadcrumb trail is 'Home > Card Sales > Instant Issue Card Sale'. The 'Card Information' section shows 'Location: 200 - South Region' and 'Card Program: Sample FI - Payroll 1'. The 'Address Confirmation' section contains a message: 'We are unable to validate your address. Please review the address you entered. If it is incorrect, use the Back button to correct it. If it is correct, click Continue.' Below this message is a radio button selected for 'The address you entered.' with the address '500 Main, Denver, CO 80000'. At the bottom right are three buttons: 'BACK', 'CANCEL', and 'CONTINUE'.

9. Click the button for the address on file with the United States Postal Service to confirm the address if available.
10. Click Continue.

Complete the Card Sale

To complete the card sale:


1. Review the order.

Instant Issue Card Sale—Order Information

The screenshot shows the 'Order Information' page in the Visa Prepaid Administration Tool. The page title is 'Instant Issue Card Sale' and the breadcrumb trail is 'Home > Card Sales > Instant Issue Card Sale'. The 'Card Information' section shows 'Location: 2000 - Company A' and 'Card Program: Sample FI - Payroll 1'. The 'Card Entry' section shows 'Card Number: 4000 1234 5678 9010' and 'Expiration Date: 08/09'. The 'Cardholder Profile' section shows 'Employee ID: SH12345678', 'First Name: Samuel', 'Middle Initial:', 'Last Name: Harris', 'Suffix:', 'Address Line 1: 500 Main', 'City: Denver', 'State: CO', 'ZIP Code: 80000', 'Phone: 303-555-5555', and 'Phone Type: Work'. The 'Email Address' is 'sh@samplecompany.com'. The 'Government ID' section shows 'Social Security No: XXX-XX-6789'. The 'Initial Value Load' section shows 'Card Amount: \$200.00' and 'Purchase Fee: Free'. The 'Initial Load Fee' section shows 'Initial Load Fee: \$7.00'. At the bottom right are three buttons: 'BACK', 'CANCEL', and 'SUBMIT'.

2. Click Submit. The instant issue is complete when the page refreshes.

Instant Issue Card Sale—Completed Card Order



Visa Prepaid Administration Tool

Sample FI - Payroll 1 Home Help Sign Out

Manage... Card Sales Reports


Instant Issue Card Sale Card order completed successfully

Home > Card Sales > Instant Issue Card Sale

Card Information							
Location:	2000 - Company A						
Card Program:	Sample FI - Payroll 1						
Card Entry							
Card Number:	4000 1234 5678 9010						
Expiration Date:	08/09						
Cardholder Profile							
Employee ID:	SH12345678	Middle Initial:		Last Name:	Harris	Suffix:	
First Name:	Samuel	State:	CO	ZIP Code:	80000		
Address Line 1:	500 Main	Phone Type:	Work				
City:	Denver						
Phone:	303-555-5555						
Email Address:	sh@samplecompany.com						
Government ID							
Social Security No:	XXX-XX-6789						
Initial Value Load							
Card Amount:	\$200.00	Funding Source:	Company Account ending in 2852				
Purchase Fee:	Free						
Initial Load Fee							
In addition to any Purchase Fees, the following fee will be assessed to the card the first time it is loaded.							
Initial Load Fee:	\$7.00						

3. Click Printable Version to print a receipt for the transaction.

Instant Issue Card Receipt

							
<input type="button" value="PRINT"/> <input type="button" value="CLOSE"/>							
Card Information							
Location:	2000 - Company A						
Card Program:	Sample HI - Payroll 1						
Card Entry							
Card Number:	4000 12XX XXXX 9040						
Expiration Date:	08/09						
Cardholder Profile							
Employee ID:	SH12345678						
First Name:	Samuel	Middle Initial:		Last Name:	Harris	Suffix:	
Address Line 1:	500 Main						
City:	Denver	State:	CO	ZIP Code:	80000		
Phone:	303-555-5555	Phone Type:	Work				
Email Address:	sh@samplecompany.com						
Government ID							
Social Security No:	XXX-XX-6789						
Initial Value Load							
Card Amount:	\$200.00	Funding Source:	Company Account ending in 2852				
Purchase Fee:	Free						
Initial Load Fee							
In addition to any Purchase Fees, the following fee will be assessed to the card the first time it is loaded.							
Initial Load Fee:	\$7.00						
<input type="button" value="PRINT"/> <input type="button" value="CLOSE"/>							

4. Click Close if you opened the receipt.
5. Click Done.

Mail Order Cards

You can order personalized cards for your associates by adding them through the Mail Order function. Value (or payroll deposits) can be entered immediately or at a later date; however, the client must be set up with Instant Issue funding account. Cards that are ordered can be delivered to your company or directly to the employee.

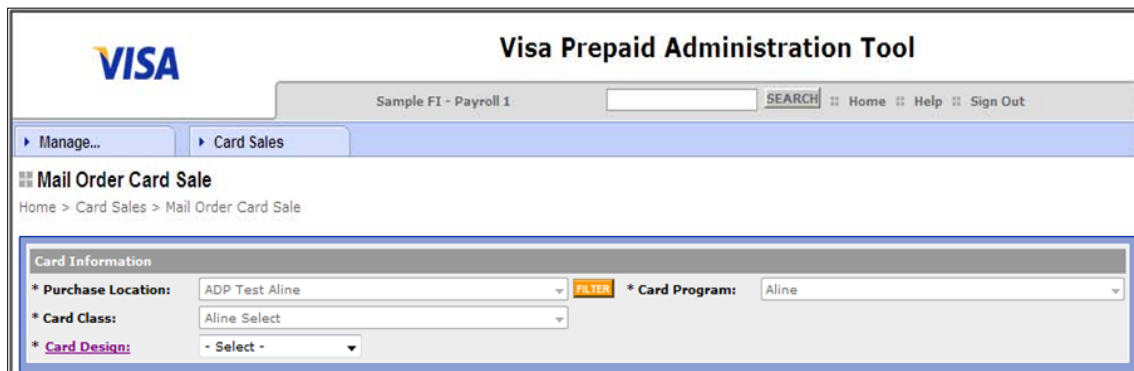
Cardholders who receive a mail order card must activate the card by accessing the Consumer Web site or by calling the automated Voice Response Unit (VRU).

Add Card Information

To add card information:

1. Select Card Sales > Mail Order.
2. Select the Purchase Location (if not already selected).
3. Select the Card Program (if not already selected).

Mail Order Card—Card Information



The screenshot displays the 'Visa Prepaid Administration Tool' interface. At the top left is the VISA logo. The main title is 'Visa Prepaid Administration Tool'. Below the title, there is a search bar and navigation links: 'Sample FI - Payroll 1', 'SEARCH', 'Home', 'Help', and 'Sign Out'. The interface has a blue header with 'Manage...' and 'Card Sales' tabs. The main content area is titled 'Mail Order Card Sale' and includes a breadcrumb trail: 'Home > Card Sales > Mail Order Card Sale'. A 'Card Information' section is highlighted with a blue border and contains the following fields:

- * Purchase Location: ADP Test Aline (dropdown menu) with a FILTER button.
- * Card Program: Aline (dropdown menu).
- * Card Class: Aline Select (dropdown menu).
- * Card Design: - Select - (dropdown menu).

4. Select a Card Class (if not already selected). Complete the steps to add embossing information.
5. Select Card Design.

Enter Cardholder Information

To enter employee (cardholder) information:

1. Enter the required information about the cardholder.

NOTE: Required fields, as defined by your institution, will be displayed with an asterisk.

Mail Order Card—Cardholder Profile

Card Information	
* Location:	ADP Test Aline <input type="button" value="FILTER"/>
* Card Program:	Aline
* Card Class:	Aline Select
* Card Design:	Aline Select English
Country Information	
* Country of Residence:	United States - USA
Cardholder Profile:	
Employee ID:	<input type="text"/>
* First Name:	<input type="text"/>
MI:	<input type="checkbox"/>
* Last Name:	<input type="text"/>
Suffix:	<input type="text"/>
* Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City:	<input type="text"/>
* State/Province:	- Select -
* Postal Code:	<input type="text"/>
* Phone:	<input type="text"/>
* Phone Type:	- Select -
* Date of Birth [MM-DD-YYYY]:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Email Address:	<input type="text"/>
Confirm Email Address:	<input type="text"/>
* Government ID	
Social Security Number is the preferred form of Government ID.	
<input checked="" type="radio"/> Social Security No:	<input type="text"/> ?
<input type="radio"/> Individual Tax ID No:	<input type="text"/>
Embossing Information	
Embossed Message:	<input type="radio"/> Custom: <input type="text"/>
	<input checked="" type="radio"/> Predefined: ADP Aline Card
	<input checked="" type="radio"/> None
Card Expiration	
* Expiration Date:	<input checked="" type="radio"/> 05/15
	<input type="radio"/> Alternative Date <input type="text"/> / <input type="text"/>
Shipping Information	
Choose where and how you would like the card shipped.	
Ship To:	<input checked="" type="radio"/> Ship to Cardholder
	<input type="radio"/> Location 400 Covina Blvd. M/S 214 San Dimas CA 91773
Shipping Method:	<input checked="" type="radio"/> US Mail, Free 7-10 business days
Initial Value Load	
Select a Funding Source that will be used to load funds and pay fees for this card.	
<input checked="" type="radio"/> \$0.00	
<input type="radio"/> Card Amount:	\$ <input type="text"/> (\$0 - \$9999)
* Funding Source:	Company Account ending in 6789
<input type="button" value="CANCEL"/> <input type="button" value="RESET"/> <input type="button" value="CONTINUE"/>	

2. Click Continue.

3. Click the button for the address on file with the USPS to confirm the address if available.

Mail Order Card—Cardholder Address Confirmation

The screenshot displays the 'Visa Prepaid Administration Tool' interface. At the top left is the VISA logo. The main header reads 'Visa Prepaid Administration Tool'. Below this is a navigation bar with 'Sample FI - Payroll 1' and a 'SEARCH' button, along with links for 'Home', 'Help', and 'Sign Out'. A secondary navigation bar shows 'Manage...' and 'Card Sales'. The main content area is titled 'Mail Order Card Sale' and includes a red message: 'Address Confirmation is required.' Below this is a breadcrumb trail: 'Home > Card Sales > Mail Order Card Sale'. A 'Card Information' section contains a table with the following data:

Card Program:	Sample FI - Payroll 1	Location:	2001 - Store 1
Card Design:	Aline Select English		

The 'Cardholder Address Confirmation' section prompts the user: 'To help ensure that we have the correct address, please choose one of the following:'. Two radio button options are provided:

- The address on file with the United States Postal Service.
9933 Oak Street
Lakewood, CO 80123 -2326
- The address you entered.
9933 Oak Stret
Lakewood, CO 80123

At the bottom right of the form are three buttons: 'BACK', 'CANCEL', and 'CONTINUE'.

NOTE: If the address is not on file with the USPS, the system prompts you to confirm the address that you entered.

4. Click the button for the address on file with the USPS to confirm the address if available.
5. Click Continue. Complete the steps to review purchase information.

Complete the Card Issuance

To complete the card issuance:

1. Review the order. At this point, you may go back to correct the information, cancel, or submit the card to be issued.

Mail Order Card—Confirmation

The screenshot displays the 'Mail Order Card Sale' confirmation page in the Visa Prepaid Administration Tool. The page is titled 'Mail Order Card Sale' and shows the following information:

Card Information	
Card Program:	Sample FI - Payroll 1
Card Design:	Aline Select English
Location:	2001 - Store 1

Cardholder Profile:	
Employee ID:	951951951
Name:	Cathy Smith
Address Line 1:	9933 Oak Street
Address Line 2:	
City:	Lakewood
State:	CO
ZIP Code:	80123
Phone:	3038887777
Phone Type:	Work phone
Date of Birth:	10/10/1980

Government ID	
Social Security No:	XXX-XX-8888

Embossing Information	
Embossed Message:	None

Shipping Information	
Ship To:	Ship to Cardholder
Shipping Method:	US Mail, Free 7-10 business days <input type="checkbox"/> Waive

Initial Value Load	
Card Amount:	\$0.00
Purchase Fee:	Free <input type="checkbox"/> Waive
* Funding Source: Company Account ending in 6789	


Initial Load Fee	
Initial Load Fee:	Free

In addition to any Purchase Fees or Shipping Fees, the following fee will be assessed to the card the first time it is loaded.

At the bottom right of the form, there are three buttons: **BACK**, **CANCEL**, and **SUBMIT**.

2. Click Submit. The mail order is complete when card order completion message appears at the top of the screen. The confirmation number also appears in the last section of the screen.

Mail Order Card Sale—Receipt



Visa Prepaid Administration Tool

Sample FI - Payroll 1 :: Home :: Help :: Sign Out

Manage... Card Sales

Mail Order Card Sale

Card order completed successfully

Home > Card Sales > Mail Order Card Sale

Card Information			
Card Program:	Sample FI - Payroll 1	Location:	2001 - Store 1
Card Design:	Aline Select English		

Cardholder Address Confirmation			
Employee ID:	951951951	Middle Initial:	
First Name:	Cathy	Last Name:	Smith
Address Line 1:	9933 Oak Stret		
Address Line 2:			
City:	Lakewood	State:	CO
Phone:	(303)888-7777	Phone Type:	Work phone
Date of Birth (MM-DD-YYYY):	10/10/1980	ZIP Code:	80123

Government ID	
Social Security No:	XXX-XX-8888

Initial Load Fee	
In addition to any Purchase Fees or Shipping Fees, the following fee will be assessed to the card the first time it is loaded.	
Initial Load Fee:	\$7.00

Initial Value Load	
Card Amount:	\$0.00
Purchase Fee:	Free
Funding Source:	Company Account ending in 2011

3. Click Printable Version if you would like to print a receipt for the transaction.

Mail Order Card Receipt

Sample FI - Payroll 1

Card Information					
Card Program:	Sample FI - Payroll 1	Location:	2001 - Store 1		
Card Design:	Aline Select English				
Cardholder Address Confirmation					
Employee ID:	951951951				
First Name:	Cathy	Middle Initial:	Last Name:	Smith	Suffix:
Address Line 1:	9933 Oak Stret				
Address Line 2:					
City:	Lakewood	State:	CO	ZIP Code:	80123
Phone:	(303)888-7777	Phone Type:	Work phone		
Date of Birth (MM-DD-YYYY):	10/10/1980				
Government ID					
Social Security No:	XXX-XX-8888				
Initial Value Load					
Card Amount:	\$0.00	Funding Source:	Company Account ending in 2011		
Shipping Information					
Ship To:	Ship to Cardholder				
Shipping Method:	US Mail, Free 7-10 business days				

4. Click Done.

Bulk Upload Cards

Add Cards through Bulk Upload

Rather than entering enrollment information for employees one at a time, you can upload a Comma Separated Value (CSV) file containing the employees' enrollment information. You can edit this file manually or create it from another system, such as your payroll system. The file can include the information for one or many employees, and you can submit multiple files on the same day. The file is not processed until it passes various validation edits and you review and authorize its submission.

NOTE: A maximum of 10,000 cardholders can be included in a single file.

You can view and print the requirements for the CSV Card Add file and download a sample CSV Card Add file in Microsoft Excel format via PAT.

Follow these steps to add card information through bulk upload:

1. Select Card Sales > Bulk Upload. The Bulk Upload Queue page appears.

Bulk Upload Queue

The screenshot shows the 'Bulk Upload Queue' page in the Visa Prepaid Administration Tool. The page title is 'Bulk Upload Queue' and the breadcrumb is 'Home > Card Sales > Bulk Upload Queue'. The left navigation menu includes 'Overview', 'Bulk Upload Queue', and 'Tasks'. Under 'Tasks', 'Add Cards' is highlighted. The main content area is titled 'Bulk Upload Queue:' and contains the following fields:

- * Card Program: Sample FI - Payroll 1
- * Location: - Select - (with a FILTER button)
- Status: All
- From [MM-DD-YYYY]: [] - [] - [] (with a calendar icon)
- Filename: []
- Type: All
- To [MM-DD-YYYY]: [] - [] - [] (with a calendar icon)

At the bottom right of the form are 'CLEAR' and 'SEARCH' buttons.

2. Click Add Cards from the left navigation menu. The Bulk Upload Add Cards page appears.

Bulk Upload Add Cards

3. Select your Card Program (if not already selected).
4. Select your Location (if not already selected). If you have access to several locations, you can filter the locations by parent company.
5. Select the Card Class (if not already selected).
6. Select the Card Design (if not already selected).
7. Select the promotion code (if applicable).
8. Select one of the following options to specify the initial value to be loaded onto the cards:

If you want to . . .	Then . . .
Add the cards without loading any value:	Select the \$0.00 option.
Add the same initial value to all cards:	Select the second option, and enter the initial value in the text box.
Add a different initial value to each of the cards:	Select the Specified in the CSV File option. If you select this option, you must specify a value for each card in the CSV file.

9. Select the Funding Source (if not already selected).
10. Select the Ship To address.
11. Click Continue. The Upload File page appears.

Bulk Upload Add Cards-Upload File

VISA Visa Prepaid Administration Tool

Sample FI - Payroll 1 Home Help Sign Out

Manage... Card Sales Reports

Bulk Upload Add Cards

Home > Card Sales > Bulk Upload Add Cards > Upload File

Card Information

The CSV file must comply with our [Field Requirements](#). You may download an [Excel Sample](#) to correctly generate a CSV file.

* CSV File to Upload:

12. Complete one or more of the following options:

If you want to . . .	Then . . .
Print or view field requirements for the CSV file:	Click the Field Requirements link. A separate window listing the field requirements opens. View this information online or print it.
Download a sample file to use as the basis for creating your CSV file:	Click the Excel Sample link to open or save the sample file.
Upload a CSV file:	<ol style="list-style-type: none"> 1. Click Browse to locate the file that you want to upload. 2. Locate and select the appropriate file on your computer. 3. Click Open. The file's full path name appears in the CSV file to Upload field. 4. Click Submit. The bulk upload is complete when a card order completion message appears at the top of the page. <p>NOTE: The file is not processed until you review the upload and authorize its submission.</p>

Review the Bulk Upload Queue

It is necessary for you to research the status of files that have been uploaded by reviewing the Bulk Upload Queue. You can view errors, review and submit the file for processing, or cancel the file processing. When a bulk upload request is submitted for processing, it displays in the queue with one of the following values:

- **Check Back Later**—the file upload has not yet been processed. Check back again in a few minutes.
- **Upload Received**—the upload was successful, and the file is being validated.
- **Review and Submit**—the validation was successful, and the user can now review and submit the order.
- **Rejected**—errors were discovered in the file. The user should view the error report to determine corrective action.
- **Submitted**—the system is processing the order. The file stays in the Submitted status until the nightly reload batch process runs.
- **Scheduled**—a request has been scheduled to occur at some future date, using the scheduling option. A file marked Scheduled can still be cancelled.
- **Cancelled**—the order was canceled by the user prior to submittal. No further action may be taken on this order.
- **Completed**—the order was successfully processed and is in the Card Order File.
- **Obsolete**—the schedule date is more than two days past. No further action may be taken on this order.

NOTE: Files with a status of rejected, canceled, or complete are automatically removed from the work queue after 30 days.

Submit Files

After a file has been uploaded, review and submit the file for processing, or cancel the file's processing. Requests to add a card are not processed until they have passed all applicable edit checks and have been manually submitted. Once the file is submitted for processing, the program creates records for all cards in that file, and, if applicable, debits the funding source specified for the request. When you submit the file, you are verifying that the upload is complete and accurate and that the funding needed to cover the order is in place. Once the file has been submitted and processed, you can view the receipt of the uploaded file and verify the details in the file.

NOTE: Files that have been received but not submitted are not processed by the system.

View the Bulk Upload Queue

To view the Bulk Upload Queue:

1. Select Card Sales > Bulk Upload. The Bulk Upload Queue page appears.
2. Select your Card Program (if not already selected).
3. Select your Location (if not already selected).

NOTE: If you have access to several locations, you can filter the locations by parent company.

Bulk Upload Queue

The screenshot shows the 'Bulk Upload Queue' page in the Visa Prepaid Administration Tool. The page title is 'Bulk Upload Queue' and the breadcrumb is 'Home > Card Sales > Bulk Upload Queue'. The main content area contains a search form with the following fields:


- * Card Program: Sample FI - Payroll 1
- * Location: 2000 - Company A (with a FILTER button)
- Status: All
- Filename: (empty text box)
- Type: All
- From [MM-DD-YYYY]: (empty date picker)
- To [MM-DD-YYYY]: (empty date picker)

At the bottom right of the search form are buttons for CLEAR and SEARCH. On the left side, there is a navigation menu with 'Overview' expanded, showing 'Bulk Upload Queue' and 'Tasks' (Add Cards, Add Value, Card Update).

4. Enter any other available search criteria that you want to use to narrow your search.
5. Click Search. Files that have been submitted are listed. Actions that can be taken for the file appear in the far right column.

NOTE: To monitor the processing status for a particular request, click Refresh to display updated status information.

Bulk Upload Queue page—Submitted Files



Visa Prepaid Administration Tool

Sample FI - Payroll 1

SEARCH
Home
Help
Sign Out

Manage...

Card Sales

Reports

Bulk Upload Queue

Home > Card Sales > Bulk Upload Queue

▼ Overview

Bulk Upload Queue

▼ Tasks

Add Cards

Add Value

Card Update

Bulk Upload Queue:

* Card Program: Sample FI - Payroll 1 ▼

* Location: 2000 - Company A ▼ FILTER

Status: All ▼

From [MM-DD-YYYY]: - - 📅

To [MM-DD-YYYY]: - - 📅

CLEAR
SEARCH

	Filename	Date/Time	Type	Submitted By	Status	Action
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:52:48	Card Add	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:13:59	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:00:55	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:04:31	Card Update	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:01:29	Card Update	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 12:56:00	Card Update	prc822.sample	Rejected	View Errors

REFRESH
DELETE

Review and Submit Files

After a file has been uploaded, review and submit the file for processing, or cancel the processing of the file. Requests to add cards are not processed until they have passed all applicable edit checks and have been manually submitted. Once the file is submitted for processing, the program creates records for all cards in that file, and, if applicable, debits the funding source specified for the request. When you submit the file, you are verifying that the upload is complete and accurate, and that the funding needed to cover the order is in place. Once the file has been submitted and processed, you can view the receipt of the uploaded file and verify the details in the file.

NOTE: Files that have been received but not submitted are not processed by the system.

To review and submit bulk upload files for processing:

1. Locate the file that you want to review and submit using the Bulk Upload Queue.


Bulk Upload Queue page—File with Review and Submit Action

The screenshot displays the 'Bulk Upload Queue' page in the Visa Prepaid Administration Tool. The page header includes the Visa logo and the title 'Visa Prepaid Administration Tool'. Below the header, there is a navigation bar with 'Manage...', 'Card Sales', and 'Reports' tabs. The main content area is titled 'Bulk Upload Queue' and includes a breadcrumb trail: 'Home > Card Sales > Bulk Upload Queue'. A left sidebar contains a navigation menu with 'Overview', 'Bulk Upload Queue', and 'Tasks' sections. The 'Bulk Upload Queue' section shows a search filter for 'Sample FI - Payroll 1' and a table of upload records. The table has columns for 'Filename', 'Date/Time', 'Type', 'Submitted By', 'Status', and 'Action'. The 'Action' column contains links for 'Review and Submit' and 'View Errors'. Below the table are 'REFRESH' and 'DELETE' buttons.

	Filename	Date/Time	Type	Submitted By	Status	Action
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:52:48	Card Add	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:13:59	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:00:55	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:04:31	Card Update	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:01:29	Card Update	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 12:56:00	Card Update	prc822.sample	Rejected	View Errors

2. Click the Review and Submit link. The Bulk Upload Order Detail page appears.

Bulk Upload Order Detail



Visa Prepaid Administration Tool

Sample FI - Payroll 1 [Home](#) [Help](#) [Sign Out](#)

[Manage...](#) [Card Sales](#) [Reports](#)

Bulk Upload Order Detail

Home > Card Sales > Bulk Upload Queue > Order Detail

▼ Overview

Bulk Upload Queue

Order Detail

▼ Tasks

Add Cards

Add Value

Card Update

Order Summary

Issuer:	Sample Financial Institution	Card Program:	Sample FI - Payroll 1
Location:	2000 - Company A	Order Status:	Pending approval
New Cards:	3		
Card Design:	Aline Select English		

Initial Card Value

Total Value Load:	\$750.00		
Total Fees:	\$0.00		
Total Order Amount:	\$750.00	Funding Source:	Company Account ending in 1111

Shipping Information

Ship To: Cardholder - US Mail, 7-10 business days.

New Cardholders

Employee ID	Cardholder Name	Address	Phone	Initial Load
JW383738	JANE L WILLIAMS	123 WEST STREET, SUITE 100, DENVER, CO, 80210	303-555-5678	\$500.00
MW38378	MARK JAMES	321 WALNUT LANE, , LITTLETON, CO, 80120	720-555-5679	\$250.00
BJ38377	BECKY WALLACE	2234 BERRY BOULEVARD, APARTMENT 23B, AURORA, CO, 80352	720-555-5670	\$0.00

3. Click Submit.
4. Click OK. The system displays the Bulk Order Queue page with a message indicating that the order has been processed.

NOTE: Once the file is submitted for processing, the program creates all cards in that file. When you submit the file, you are verifying that the upload is complete and accurate, and that the funding needed to cover the order is in place.

View the Submitted Files Receipt

To view the receipt for submitted files:

1. Locate the submitted file using the Bulk Upload Queue.

Bulk Upload Queue page—File with View Receipt Action

The screenshot displays the 'Bulk Upload Queue' page in the Visa Prepaid Administration Tool. The page title is 'Bulk Upload Queue' and the breadcrumb is 'Home > Card Sales > Bulk Upload Queue'. The interface includes a search bar and navigation tabs for 'Manage...', 'Card Sales', and 'Reports'. A sidebar on the left shows 'Overview' and 'Tasks' sections, with 'Add Cards', 'Add Value', and 'Card Update' listed under 'Tasks'. The main content area features a search form with the following fields:

- * Card Program: Sample FI - Payroll 1
- * Location: 2000 - Company A (with a FILTER button)
- Status: All
- Filename: (empty)
- Type: All
- From [MM-DD-YYYY]: (empty)
- To [MM-DD-YYYY]: (empty)

Buttons for 'CLEAR' and 'SEARCH' are located below the search form. Below the search form is a table with the following data:

	Filename	Date/Time	Type	Submitted By	Status	Action
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:52:48	Card Add	prc822.sample	Complete	View Receipt
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:13:59	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:00:55	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:04:31	Card Update	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:01:29	Card Update	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 12:56:00	Card Update	prc822.sample	Rejected	View Errors

At the bottom of the table, there is a page number '1' and buttons for 'REFRESH' and 'DELETE'.

2. Click the View Receipt link. The Bulk Upload Add Cards Receipt screen appears.

Bulk Upload Add Cards Receipt

ADP TotalPay Card SEARCH Home Help Sign Out

Manage... Card Sales Reports

Bulk Upload Add Cards Receipt
Home > Card Sales > Bulk Upload Queue > Order Receipt

Order Summary

Issuer:	ADP	Card Program:	Aline
Location:	ADP Test-ZZZ	Order Status:	Complete
New Cards:	2		
Card Design:	Personalized - 0203010101		

Account Numbers

Use the Routing Number below in conjunction with the Account Numbers listed in the Full Report.

Routing Number: 051000017

Order Detail

Order Date:	04-04-2008
Confirmation Number:	000000030588262
Total Amount:	\$0.00

Shipping Information

Ship To: Cardholder - US Mail, 7-10 business days.

PRINTABLE VERSION FULL REPORT RETURN TO QUEUE

- Click the Full Report button to view the New Cardholder Accounts Added Report.

New Cardholder Accounts Added Report

Report Data

Client:	PRC562 - ADP
Card Program:	ADP Aline
Location:	ADP Test-ZZZ
Date Range:	04-04-2008 through 04-10-2008
Run Date:	04-10-2008 10:20:55
Page:	1 of 1

Date Account Added	Cardholder Name	Employee ID	Government ID	RTN	Account Number	Card Number	Card Status
'04/04/2008 02:16:19 PM	'BACON KEVIN	'789102	'999999994	'051000017	'4810000043469	'4912150000573743	'Card issued
'04/04/2008 02:16:19 PM	'WILSON OWEN	'123451	'999999993	'051000017	'4810000043511	'4912150000405680	'Card issued

Total Records: 2

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Visa programs. This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Visa. © Copyright 2006 - 2007, Visa U.S.A. Inc. All rights reserved.

- The New Cardholder Accounts Added Report displays all the completed requests that have been processed.

View Bulk Upload Errors

You can view errors detected in a bulk upload file that has been submitted for processing. If a bulk upload file contains data errors, the program lists the file with a status of Rejected in the Bulk Upload queue. You must identify and correct all errors and then resubmit the entire file.

To view files containing an error:

1. Locate the file containing errors by using the Bulk Upload Queue.

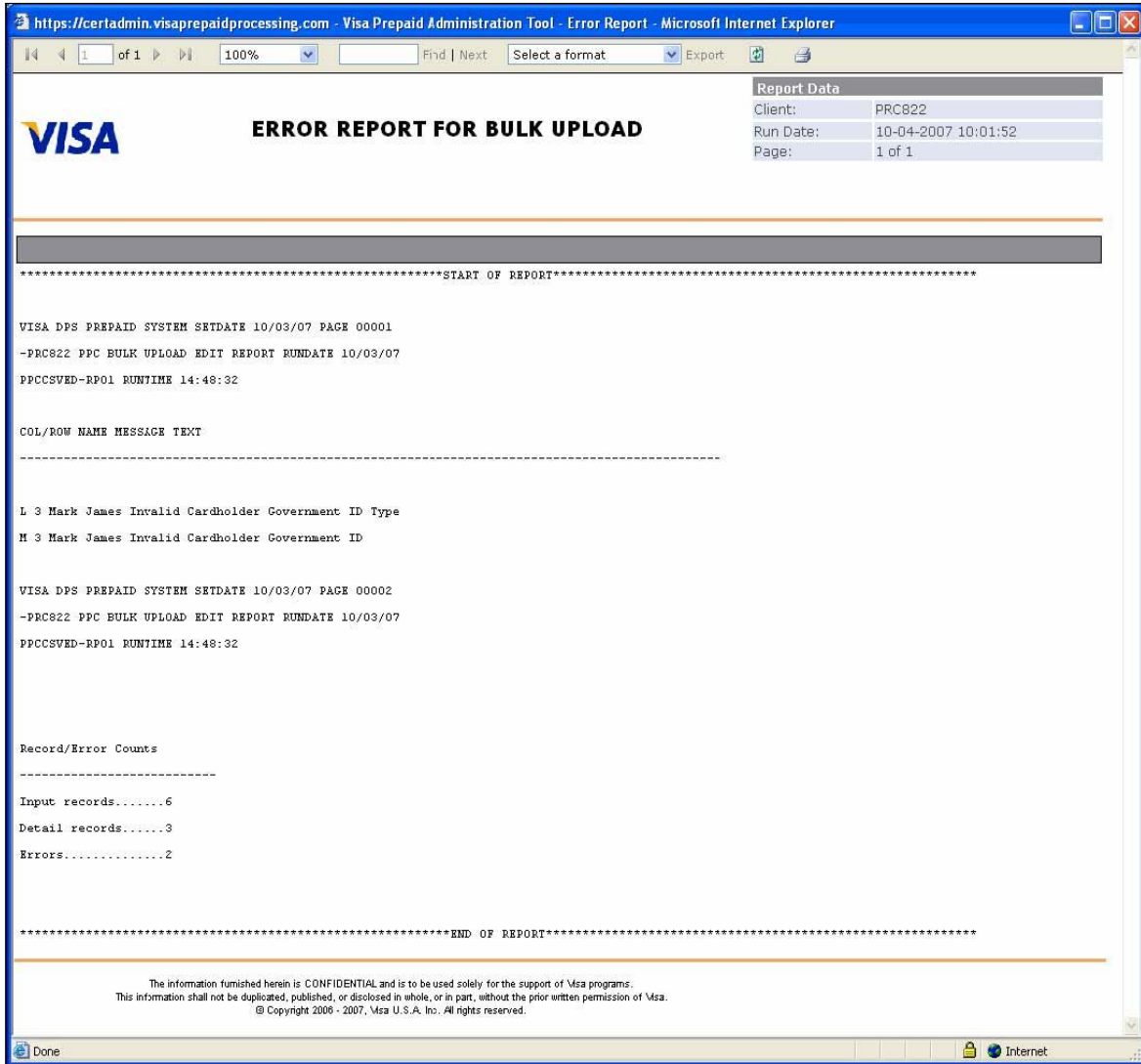
Bulk Upload Queue page—File with View Errors Action

The screenshot displays the 'Bulk Upload Queue' page in the Visa Prepaid Administration Tool. The page title is 'Bulk Upload Queue' and the breadcrumb is 'Home > Card Sales > Bulk Upload Queue'. The left sidebar shows 'Overview' and 'Tasks' sections. The main content area has a search filter for 'Sample FI - Payroll 1' and a table of upload records. The table has the following data:

	Filename	Date/Time	Type	Submitted By	Status	Action
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:52:48	Card Add	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:13:59	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:00:55	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:04:31	Card Update	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:01:29	Card Update	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 12:56:00	Card Update	prc822.sample	Rejected	View Errors

2. Click the View Errors link. An error report opens in a new window.

Bulk Upload Error Report



https://certadmin.visaprepaidprocessing.com - Visa Prepaid Administration Tool - Error Report - Microsoft Internet Explorer

1 of 1 100% Find | Next Select a format Export

VISA **ERROR REPORT FOR BULK UPLOAD**

Report Data	
Client:	PRC822
Run Date:	10-04-2007 10:01:52
Page:	1 of 1

*****START OF REPORT*****

VISA DPS PREPAID SYSTEM SETDATE 10/03/07 PAGE 00001
-PRC822 PPC BULK UPLOAD EDIT REPORT RUNDATA 10/03/07
PPCCSVED-RP01 RUNTIME 14:48:32

COL/ROW NAME MESSAGE TEXT

L 3 Mark James Invalid Cardholder Government ID Type
M 3 Mark James Invalid Cardholder Government ID

VISA DPS PREPAID SYSTEM SETDATE 10/03/07 PAGE 00002
-PRC822 PPC BULK UPLOAD EDIT REPORT RUNDATA 10/03/07
PPCCSVED-RP01 RUNTIME 14:48:32

Record/Error Counts

Input records.....6
Detail records.....3
Errors.....2

*****END OF REPORT*****

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Visa programs.
This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Visa.
© Copyright 2006 - 2007, Visa U.S.A. Inc. All rights reserved.

Done Internet

IMPORTANT: You must identify and correct all errors and then resubmit the entire file.

Cancel a Bulk Upload File

To cancel a bulk upload file:

1. Locate the file that you want to cancel using the Bulk Upload Queue.

Bulk Upload Queue page—File with Review and Submit Action

Visa Prepaid Administration Tool

Sample FI - Payroll 1 SEARCH Home Help Sign Out

Manage... Card Sales Reports

Bulk Upload Queue

Home > Card Sales > Bulk Upload Queue

Bulk Upload Queue:

* Card Program: Sample FI - Payroll 1

* Location: 2000 - Company A FILTER

Status: All

Filename: Type: All

From [MM-DD-YYYY]: To [MM-DD-YYYY]:


CLEAR SEARCH

	Filename	Date/Time	Type	Submitted By	Status	Action
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:52:48	Card Add	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:13:59	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardAddCSV.csv	10-03-2007 14:00:55	Card Add	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:04:31	Card Update	prc822.sample	Pending approval	Review and Submit
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 13:01:29	Card Update	prc822.sample	Rejected	View Errors
<input type="checkbox"/>	BLKCardUpdateCSV...	08-01-2007 12:56:00	Card Update	prc822.sample	Rejected	View Errors

REFRESH DELETE

2. Click the Review and Submit link. The Bulk Upload Order Detail page appears.

Bulk Upload Order Detail



Visa Prepaid Administration Tool

Sample FI - Payroll 1 [Home](#) [Help](#) [Sign Out](#)

[Manage...](#) [Card Sales](#) [Reports](#)

Bulk Upload Order Detail

Home > Card Sales > Bulk Upload Queue > Order Detail

▼ Overview

Bulk Upload Queue

Order Detail

▼ Tasks

Add Cards

Add Value

Card Update

Order Summary

Issuer:	Sample Financial Institution	Card Program:	Sample FI - Payroll 1
Location:	2000 - Company A	Order Status:	Pending approval
New Cards:	3		
Card Design:	Aline Select English		

Initial Card Value

Total Value Load:	\$750.00		
Total Fees:	\$0.00		
Total Order Amount:	\$750.00	Funding Source:	Company Account ending in 1111

Shipping Information

Ship To: Cardholder - US Mail, 7-10 business days.

New Cardholders

Employee ID	Cardholder Name	Address	Phone	Initial Load
JW383738	JANE L WILLIAMS	123 WEST STREET, SUITE 100, DENVER, CO, 80210	303-555-5678	\$500.00
MW38378	MARK JAMES	321 WALNUT LANE, , LITTLETON, CO, 80120	720-555-5679	\$250.00
BJ38377	BECKY WALLACE	2234 BERRY BOULEVARD, APARTMENT 23B, AURORA, CO, 80352	720-555-5670	\$0.00

3. Click Cancel.
4. Click OK to confirm the cancellation.

Update Cardholder or Instant Issue Information through Bulk Upload

You can also update information to the Prepaid system via the bulk upload process. The Card Upload function enables you to issue a card that is in the pending issuance status and update the cardholder record (non-monetary items) for existing cardholders.

Issuing a card that is in the pending issue status optionally includes adding cardholder demographic data as well as funding the card. For example, you can use this function if you have a large number of Instant Issue cards that you want to issue and load in bulk. The CSV Card Update File gives you the ability to add cardholder demographic data and fund up to 10,000 cards in one file.

This file can also be used to update demographic data for existing cardholders. For example, you can update the cardholder records for all of your cardholders. Instead of updating each cardholder on a card-by-card basis, you can create a CSV file and upload the new information for each cardholder into the prepaid system.

Since a single file is used to issue Instant Issue cards and update existing cardholder accounts, the first field for each record must contain II for Instant Issue or CU for Cardholder Update. Information in the file is matched to the existing records in the database by matching the cardholder account number or card number.

You can view and print the requirements for the CSV Card Update file and download a sample of the CSV Card Update file in Microsoft Excel format via PAT.

Follow these steps to update cardholder or Instant Issue information through bulk upload:

1. Select Card Sales > Bulk Upload. The Bulk Upload Queue page appears.

Bulk Upload Queue

The screenshot shows the 'Bulk Upload Queue' page in the Visa Prepaid Administration Tool. The page title is 'Bulk Upload Queue' and the breadcrumb is 'Home > Card Sales > Bulk Upload Queue'. The left navigation menu includes 'Overview', 'Bulk Upload Queue', and 'Tasks'. Under 'Tasks', there are 'Add Cards', 'Add Value', and 'Card Update' (highlighted). The main content area is titled 'Bulk Upload Queue:' and contains the following fields:

- * Card Program: Sample FI - Payroll 1
- * Location: - Select - (with a FILTER button)
- Status: All
- From [MM-DD-YYYY]: [] - [] - []
- Filename: []
- Type: All
- To [MM-DD-YYYY]: [] - [] - []

At the bottom right of the form are 'CLEAR' and 'SEARCH' buttons.

2. Click Card Update from the left navigation menu. The Bulk Card Update Info page appears.

Bulk Card Update Info

The screenshot shows the 'Bulk Card Update Info' page in the Visa Prepaid Administration Tool. The page header includes the VISA logo and the title 'Visa Prepaid Administration Tool'. Below the header, there is a navigation bar with 'Manage...', 'Card Sales', and 'Reports' tabs. The main content area is titled 'Bulk Card Update Info' and includes a breadcrumb trail: 'Home > Card Sales > Bulk Card Update Info'. On the left side, there is a sidebar menu with 'Overview' expanded, showing 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Add Value', and 'Card Update'. The main form area is divided into two sections: 'Card Information' and 'Card Funding Source'. The 'Card Information' section has a '* Card Program:' dropdown menu set to 'Sample FI - Payroll 1' and a '* Location:' dropdown menu set to '2001 - Store 1' with a 'FILTER' button next to it. The 'Card Funding Source' section has a '* Funding Source:' dropdown menu set to 'Company Account ending in 2011' and a 'Promotion Code:' text input field. At the bottom right of the form, there are 'CANCEL' and 'CONTINUE' buttons.

3. Select your Card Program (if not already selected).
4. Select your Location (if not already selected). If you have access to several locations, you can filter the locations by parent company.
5. Select the Funding Source from the drop-down menu (if not already selected).
6. Enter the Promotion Code (if applicable).
7. Click Continue. The Bulk Upload File page appears.

Bulk Upload File

VISA Visa Prepaid Administration Tool

Sample FI - Payroll 1 Home Help Sign Out

Manage... Card Sales Reports

Bulk Upload File

Home > Card Sales > Bulk Card Update Info > Upload File

Overview

Bulk Upload Queue

Tasks

Add Cards

Add Value

Card Update

Upload File

Upload File Path

The CSV file must comply with our [Field Requirements](#). You may download an [Excel Sample](#) to correctly generate a CSV file..

(WARNING: If you modify a CSV file with **Microsoft Excel**, Excel will set the last digit of your 16-digit numeric card number to zero. This will cause most of the information in your file to be rejected. Verify all card numbers prior to submitting your file.)

* CSV File to Upload:

8. Complete one or more of the following options:

If you want to . . .	Then . . .
Print or view field Requirements for the CSV file:	Click the Field Requirements link. A separate window listing the Field Requirements opens. You can view this information online or print it.
Download a sample file to use as the basis for creating your CSV file:	Click the Excel Sample link. You can open or save the sample file.
Upload a CSV file:	<ol style="list-style-type: none"> 1. Click Browse to locate the file that you want to upload. 2. Locate and select the appropriate file on your computer. 3. Click Open. The file's full path name now appears in the CSV File to Upload field. 4. Click Submit. The bulk upload is complete when a card update file completion message appears at the top of the page. <p>NOTE: The file is not processed until you review the upload and authorize its submission.</p>

After you have completed the steps to update the cardholder information or Instant Issue information, repeat the Manage Bulk Upload process to check for errors and then review and submit the file.

Manage Cardholder Information

Cardholder information includes the following areas:

- Cardholder Account Information
- Fee Information
- Scheduled Funding

Cardholder account information includes the cardholder's personal information, address, contact, and general account information. For payroll cards, you can validate the routing number and the assigned account number.

The first step in performing any cardholder management activities is to search for the employee information. You can perform a quick search by entering the cardholder's last name or card number, or you can search using a variety of criteria in the advanced search options. The available criteria for payroll card programs are:

- Cardholder name
- Account number
- Employee ID

Maintain Cardholder Accounts

Update Cardholder Information

You can view cardholder profile information, which includes the cardholder's personal identification information, address, contact, and general card account information. You can also update selected cardholder profile information, including address and contact information. Once this information is entered into the system, the account status is changed to Registered.

Search for Cardholder Information-Quick Search

To perform a quick search for cardholder information:

1. Select Manage > Cardholder.
2. Enter the last name or card number of the cardholder.

Search for Cardholder

The screenshot shows the 'Cardholder Quick Search' section of the Visa Prepaid Administration Tool. It includes a search input field with the text 'black', a 'SEARCH' button, and a link for 'Advanced Search'. The breadcrumb trail is 'Home > Search For Cardholder'.

3. Click Search. All cardholders that meet the search criteria will appear.

Cardholder Quick Search Results

The screenshot shows the search results page. It features a table with the following data:

Cardholder Name	Card Number	Employee ID	Card Type	Location	Card Status
Cathy Black	N/A	9995551111	Sample FI - Payroll 1	2001 - Store 1	Card issued
Cathy Black	N/A	8585858	Sample FI - Payroll 1	2002 - Store 2	Card issued

Page 1 of 1

4. Click the cardholder name to view the cardholder account information page.

Search for Cardholder Information-Advanced Search

To perform an advanced search for cardholder information:


1. Click on Advanced Search.

Advanced Cardholder Search

The screenshot displays the 'Visa Prepaid Administration Tool' interface. At the top left is the VISA logo. The main title is 'Visa Prepaid Administration Tool'. Below the title is a navigation bar with 'Sample FI - Payroll 1' and a 'SEARCH' button. To the right of the search bar are links for 'Home', 'Help', and 'Sign Out'. Below the navigation bar is a breadcrumb trail: 'Home > Search For Cardholder > Advanced Cardholder Search'. The main content area is titled 'Cardholder Advanced Search' and contains a 'Select Criteria' section. This section prompts the user to 'Select a Card Program and enter your search criteria.' It includes a 'Card Program' dropdown menu set to 'Sample FI - Payroll 1' and a 'Location' dropdown menu set to 'All Locations'. Under 'Search for:', there are three radio button options: 'Last Name' (selected), 'Account Number', and 'Employee ID'. Each option has a corresponding text input field. To the right of the 'Last Name' field is a 'First Name' field. At the bottom right of the search area are 'CLEAR' and 'SEARCH' buttons, and a 'Quick Search' link.

2. To search by cardholder name:
 - a Select a Card Program (if not already selected).
 - b Select a location (Optional).
 - c Enter the last name of the cardholder in the Last Name field.
 - d Enter the first name of the cardholder in the First Name field (Optional). Only the first two letters of the last name are required.
 - e Click Search.

Advanced Search by Cardholder Name



Visa Prepaid Administration Tool

Sample FI - Payroll 1 [Home](#) [Help](#) [Sign Out](#)

Manage... Card Sales

Cardholder Advanced Search

Home > Search For Cardholder > Advanced Cardholder Search

Select Criteria

Select a Card Program and enter your search criteria.

Card Program: **Location:**

Search for:

Last Name: **First Name:**

Account Number:

Employee ID:


[Quick Search](#)

Cardholder Name	Account Number	Employee ID	Card Type	Location	Card Status
Cathy Black	XXXXXXXX1812	999551111	Sample FI - Payroll 1	2001 - Store 1	Card issued
Cathy Black	XXXXXXXX1519	8585858	Sample FI - Payroll 1	2002 - Store 2	Card issued

1

3. To search by account number:
 - a Select a Card Program (if not already selected).
 - b Select a location (Optional).
 - c Select Account Number in the Search for field.
 - d Enter the full account number in the Account Number field.
 - e Click Search.

Advanced Search by Account Number



Visa Prepaid Administration Tool

Sample FI - Payroll 1 Home Help Sign Out

Manage... Card Sales

Cardholder Advanced Search

Home > Search For Cardholder > Advanced Cardholder Search

Select Criteria

Select a Card Program and enter your search criteria.

Card Program: **Location:**

Search for:

Last Name:

Account Number:

Employee ID:

[Quick Search](#)


Cardholder Name	Account Number	Employee ID	Card Type	Location	Card Status
Cathy Black	XXXXXXXXX1812	9995551111	Sample FI - Payroll 1	2001 - Store 1	Card issued

1

4. To search by Employee ID:

- a Select a Card Program (if not already selected).
- b Select a location (Optional).
- c Select Employee ID in the Search for field.
- d Enter the full Employee ID in the Employee ID field.
- e Click Search.

Search for Cardholder by Buyer Company Name



Visa Prepaid Administration Tool

Sample FI - Payroll 1 Home Help Sign Out

Manage... Card Sales

Cardholder Advanced Search

Home > Search For Cardholder > Advanced Cardholder Search

Select Criteria

Select a Card Program and enter your search criteria.

Card Program: Location:

Search for:

Last Name:

Account Number:

Employee ID:

[Quick Search](#)

Cardholder Name	Account Number	Employee ID	Card Type	Location	Card Status
Cathy Black	XXXXXXXX1812	9995551111	Sample FI - Payroll 1	2001 - Store 1	Card issued

1

5. Click the cardholder name to view the account information page.

View Cardholder Account Information

To view cardholder account information:

1. Search for cardholder information.
2. Click Account Information on the left menu.

Account Information

▶ Manage...
▶ Card Sales
Reports

Account Information

Home > Search For Cardholder > Account Information

▼ Overview

Account Information

Fee Schedule

Scheduled Funding

▼ Tasks

Load Funds

Change Card Location

Card Information

Card Number:	4020 18XX XXXX 9197	Card Program:	Aline
Expiration Date:	07/14	Location:	ADP Test Aline
Bill Pay Enrolled:	No	Account Status:	Registered
Alternate Funding:	No	Card Status:	Active
Card Design:	Aline Select English	Fraud Block:	No
Card Class Description:	Aline Select	Fee Table / Promotional Code:	Standard
Embossed Message 1:	Returned Mail:
Embossed Message 2:	Special Instructions:
Fraud Case:			
PIN Selected:	Yes		
Proxy ID:	000000000131125763		

Account Number

Routing Number: 051000017	Account Number: 481000000295
----------------------------------	-------------------------------------

Country Information

* **Country of Residence:** United States - USA

Cardholder Profile

Username:

Employee ID:

First Name: MI: Last Name: Suffix:

Address Line 1:

Address Line 2:

City:

State/Province: CA - California

Postal Code:

* Phone: * Phone Type: Work phone

* Date of Birth [MM-DD-YYYY]:

Email Address:

Confirm Email Address:

Special Instructions:

*** Government ID**

Social Security Number is the preferred form of Government ID.

Social Security No: ?

Individual Tax ID No:

UPDATE

Manage Cardholders Tasks

Change a Cardholder Location

If a cardholder transfers to a different location within your company, you can change the cardholder's location.

To change a cardholder's location:

1. Find the cardholder's Account Information page by searching for cardholder information.

Account Information

The screenshot displays the 'Account Information' page for a cardholder. The page is divided into several sections:

- Card Information:** Card Number: 4020 18XX XXXX 9197; Expiration Date: 07/14; Card Program: Aline; Location: ADP Test Aline; Bill Pay Enrolled: No; Account Status: Registered; Alternate Funding: No; Card Status: Active; Card Design: Aline Select English; Fraud Block: No; Card Class Description: Aline Select; Fee Table / Promotional Code: Standard; Embossed Message 1: ; Returned Mail: ; Embossed Message 2: ; Special Instructions: ; Fraud Case: ; PIN Selected: Yes; Proxy ID: 0000000000131125763.
- Account Number:** Routing Number: 051000017; Account Number: 4810000000295.
- Country Information:** * Country of Residence: United States - USA.
- Cardholder Profile:** Username: ; Employee ID: 456987; First Name: ; MI: ; Last Name: ; Suffix: ; Address Line 1: 400 W Covina Blvd MS; Address Line 2: ; City: San Dimas; State/Province: CA - California; Postal Code: 91773-2954; * Phone: ; * Phone Type: Work phone; * Date of Birth [MM-DD-YYYY]: 01 - 01 - ; Email Address: ; Confirm Email Address: ; Special Instructions: ;
- * Government ID:** Social Security Number is the preferred form of Government ID. Radio buttons for Social Security No. and Individual Tax ID No.

An 'UPDATE' button is located at the bottom right of the form.

2. Click Change Card Location.

Change Card Location

The screenshot displays the 'Change Card Location' page in the Visa Prepaid Administration Tool. The page header includes the VISA logo and the title 'Visa Prepaid Administration Tool'. Below the header, there is a navigation bar with 'Manage...' and 'Card Sales' tabs. The main content area is titled 'Change Card Location' and includes a breadcrumb trail: 'Home > Search For Cardholder > Change Card Location'. On the left side, there is a sidebar menu with options: Overview, Account Information, Fee Schedule, Scheduled Funding, Tasks, Change Card Status, Load Funds, Unload Funds, and Change Card Location. The main content area is divided into two sections: 'Cardholder Information' and 'Change Location'. The 'Cardholder Information' section shows 'Card Number: 4999 99XX XXXX 9991' and 'Cardholder Name: Cathy Black'. The 'Change Location' section shows 'Employee ID: 8585858' and 'Name: Cathy Black'. The 'Location' field is a drop-down menu currently set to '2002 - Store 2'. Below the drop-down menu, there is a note: 'NOTE: When you set the Location to "Unaffiliated," the cardholder account will remain open, but will no longer be associated with your Location.' A 'SUBMIT' button is located at the bottom right of the form.

Cardholder Information

Card Number: 4999 99XX XXXX 9991 **Cardholder Name:** Cathy Black

Location: 2001 - Store 1

Change Location

Select a new location from this list of available locations that support this card program. You may choose "Unaffiliated" to remove this cardholder from your payroll program.

Employee ID: 8585858

Name: Cathy Black

Location: 2002 - Store 2

NOTE: When you set the Location to "Unaffiliated," the cardholder account will remain open, but will no longer be associated with your Location.

SUBMIT

3. Select the new location from the drop-down menu.
4. Click Submit. A confirmation page will appear.

Manage Card Stock Inventory

Inventory Control is a feature within the PAT application that helps you manage and maintain card stock levels throughout your organization. You can configure the system so that orders can be automatically forwarded to the card vendor, or you can configure the system to require approval before processing. Inventory Control also provides functionality that will auto-generate new card stock orders when stock levels drop below your preset levels.

With functionality to support inventory transfer between locations, you can deploy “idle” inventory more efficiently and can efficiently manage stale card inventory. Auto-generated ordering automates stock replenishment and relieves the burden of inventory management.

Order Card Stock

Manual Card Stock Orders

You can create a manual order for new card stock that is separate from any automatic card stock order. When you create a manual order, the order automatically moves to Approved status and is processed during the daily system update, which begins at approximately 10:00 p.m. MT. You can update or reject manually generated orders up until 10:00 p.m. MT on the day that the order is created.

Automatic Orders

You can set PAT to automatically order card stock when your inventory drops to a level pre-determined by you. Automatic orders can be set to require approval or to be automatically approved and submitted to the card vendor.

For the system to create automatic card stock orders, you must set up automatic ordering at the location level.

Location Settings

Location level settings can adopt the default-level settings set by your company or they can be modified for the specific location. At this level you can:

- Subscribe to or delete subscriptions to card stock.
- Modify card stock subscription inventory level settings or adopt default settings.
- Enable automatic approval for card stock orders, if available. If this option has been disabled in the default settings, you are not able to activate automatic approval for any location.
- Add location-level contacts to receive notifications for stock orders and stale stock alerts.

Order Processing

Once the order is approved (whether created manually or automatically system generated), it moves to the Pending Submittal status during the daily system update beginning at approximately 10:00 p.m. MT. While the Pending Submittal status is displayed, the order is being uploaded to the system, and you cannot make changes to the order.

Beginning at approximately 4:00 a.m. MT, the system sends the card order to the vendor. The vendor returns an acknowledgement indicating that the order was received and that the vendor is in the process of fulfilling the order.

At this point, the order moves to the In Process status. The order remains In Process until the destination location assigns a status of Received or Not Received. If the destination location does not have access to assign a status of Received or Not Received, that location can use a card from the order and a status of Received will be applied to the entire order.

Set Up Card Stock

Add Card Stock

ADP will add card stock at the default level. When you add card stock, you specify information such as the minimum order quantity and whether orders can be automatically approved. In addition, you will specify the:

- Reorder Point—PAT generates automatic orders when the total number of cards for both on-hand and on-order fall below this point.
- Order Quantity—PAT orders a predefined number of cards when it generates an automatic card stock order. (This number must be equal to or greater than the minimum order quantity that you specified at set up.)

To complete the setup of automatic card stock ordering, you need to make sure that card stock is available to locations, allowing the locations to subscribe to that card stock. Locations that subscribe to a card stock inherit the default settings made at this level; however, some settings can be customized.

Add Contacts

The system sends automatic notification e-mails when it generates an automatic order and when card stock nears its expiration date. You must specify contacts to receive these e-mails. Your company can specify contacts at the default level, and you can specify contacts at the location level.

IMPORTANT: The system requires at least one default contact or location contact to receive notification e-mails.

Subscribe to Card Stock

In order for a location to automatically order card stock that has been added at the default level, that location must subscribe to that card stock.

Before you can subscribe to a new card stock for your location, ADP needs to:

- Set notification parameters and automatic ordering availability.
- Add at least one default contact.

Customize Card Stock Subscriptions

You can make changes to the default settings for card stock ordering at your location level. Listed below are changes you are able to make.

- If automatic card stock ordering is set to Available at the default level, you can change the setting and require manual approval for all card stock orders.

-
- You may change the minimum order quantity.
 - You can determine your card stock reorder points and quantities for each month; however, you must subscribe a location to the card stock before you can customize the card stock subscription for that location.

NOTE: All of the above tasks apply to the automatic order process.

Enter a Manual Order

To enter a manual order:

1. Select Manage > Card Inventory.
2. Select New Order on the left menu. The New Order Page appears.
3. Select a Location (if not already selected).
4. Select a Card Program (if not already selected). The New Order page expands to include additional fields.

New Order

The screenshot shows the 'New Order' page in the Visa Prepaid Administration Tool. The page is titled 'New Order' and has a breadcrumb trail 'Home > New Order'. The left sidebar contains a navigation menu with options like Overview, Stock Summary, Order Queue, Tasks, New Order, Stale Cards, Search for Stale Cards, Transfer Cards, Damaged Cards, Destroy Cards, Settings, and Location Settings. The main content area is divided into several sections: Card Program Information, Order Details, Card Expiration, and Contact Information. The Card Program Information section includes fields for Location (ADP Test Aline) and Card Program (Aline), with a card image preview. The Order Details section includes fields for Card Class (Aline Access), Card Design (Aline Access English), First Embossed Message (Predefined: ADP Aline Card), Second Embossed Message (None), Card Value (10), and Quantity (10). The Card Expiration section includes an Expiration Date field (04/15). The Contact Information section includes a Contact Name field (ADP Client Services) and a Ship To address (400 Covina Blvd., M/S 214, San Dimas, CA 91773). The page also features a top navigation bar with Home, Help, and Sign Out links, and a bottom navigation bar with CANCEL, RESET, and SUBMIT buttons.

5. Select a Card Class (if not already selected).
6. Select a Card Design (if not already selected).
7. Select an Embossed Message (if not already selected).
8. You can (Optional):
 - Enter any notes or comments in the Comments field. (Special characters are not allowed in the Comments field.)
 - Change the contact information in the Contact Name field.
9. Enter the quantity of cards you are ordering.
10. Click Submit to review the number of cards being ordered.
11. Click OK in the confirmation box if the number of cards ordered is correct. The Order Queue page appears, and the order is approved.

Order Queue—Manual Order Confirmation



Visa Prepaid Administration Tool

Aline

Home Help Sign Out

[Manage...](#)

[Card Sales](#)

[Reports](#)

Order Queue Order Y9RP1MA9X1T6RC4 has been created with a status of **Approved**.

Home > Order Queue

▼ Overview

Stock Summary

Order Queue

▼ Tasks

New Order

Stale Cards

Search for Stale Cards

Transfer Cards

Damaged Cards

Destroy Cards

▼ Settings

Location Settings

Show Orders Matching These Criteria

* Location: FILTER

* Card Program:

Contains Cards with Card Status:

Contains Card Number:

* Order Status:

* From Date [MM-DD-YYYY]: - -

* To Date [MM-DD-YYYY]: - -

Order Number:

RESET
SEARCH

Location	Date Order Created	Order Number	Card Design	First Embossed Message	Second Embossed Message	Status Date	Order Status	Cards Ordered
ADP Test Aline	11/29/2... 10:22:43 AM	Y9RP1MA9X1T6RC4	Aline Access English	ADP Aline Card		11/30/2... 12:33:32 AM	Approved	10

Review Card Stock Orders

To review card stock orders:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Click Order Queue in the left menu. The Order Queue page appears.

Order Queue page

The screenshot shows the 'Order Queue' page in the 'Visa Prepaid Administration Tool'. The page has a navigation menu on the left with options like 'Overview', 'Stock Summary', 'Order Queue', 'Tasks', 'New Order', 'Stale Cards', 'Search for Stale Cards', 'Transfer Cards', 'Damaged Cards', 'Settings', and 'Location Settings'. The main content area is titled 'Show Orders Matching These Criteria' and contains several search filters: Location (2001 - Store 1), Card Program (Sample FI - Program 1), Order Status (All), From Date (09 - 26 - 2006), To Date (09 - 26 - 2007), Contains Cards with Card Status (Any), and Order Number. There are 'RESET' and 'SEARCH' buttons. Below the filters is a table with the following data:

Location	Date Order Created	Order Number	Card Design	Embossed Message	Status Date	Order Status	Cards Ordered
2001 - Store 1	9/26/2007 10:43:15 AM	X61V1KZKI95EX3E	Rubber Ducks	Reloadable Visa	9/26/2007 10:48:26 AM	Pending Submittal	15
2001 - Store 1	9/19/2007 1:22:24 PM	X73PIKZCWSS8F9X	Lighthouse	SAFETY PAYS	9/19/2007 1:41:17 PM	Received	150

3. Select a Location (if not already selected).
4. Select a Card Program (if not already selected).
5. Select an order status in the Order Status field to filter your search results by order status. Valid order statuses are Pending Approval, Approved, Pending Submittal, In Process, Rejected, Received, Not Received, and In Transfer.
6. Enter or select a creation date range for the order in the From/To Date Range fields. This will filter your search results by the date the order was created. By default, the To Date field displays the current day, and the From Date field displays one year previous.
7. Enter an order number in the Order Number field to search by order number.
8. Select a card status in the Contains Cards with Card Status field to search for orders that have cards with a specific status. If you select a specific card status (value other than Any), the system ignores all other search criteria except Location and Card Program.
9. Enter a card number in the Contains Card Number field to search for an order that has a specific card. If you enter a card number, the system ignores all other search criteria except Location and Card Program.
10. Click Search. One or more matches appear in a table with a summary of the order information for each.
11. Click the order number link to view the card stock order detail page.

Manage and Receive Orders

Automatic stock orders are generated with either the Pending Approval status or the Approved status, based on the location settings.

If automatic approval is on:

- When an automatic card stock order is generated, the system automatically moves the order into Approved status and sends a notification e-mail to the designated contact.
- Automatically approved orders are transmitted to your card vendor during the daily system update, which begins at approximately 10:00 p.m. MT unless you manually reject the order before this time.

If automatic approval is off:

- When an automatic card stock order is generated, the system sends an e-mail to a designated contact asking the contact to manually approve the order.
- Orders awaiting manual approval by a designated user remain in Pending Approval status indefinitely until approved or rejected.

You can update or reject orders with both Approved and Pending Approval status. You have until approximately 10:00 p.m. MT to update or reject orders with the Approved status.

Manage Orders as Received or Not Received

You can receive complete or incomplete card stock orders from card vendors or through location transfers. Receiving a card stock order places the order in a Received status.

You can receive a card stock order that has a status of:

- In Process—your company’s card stock vendor has received the card stock order and is in the process of fulfilling it or sending it to the destination location. The order remains In Process until the destination location gives the order a status of Received or flags it as Not Received.
- In Transfer—ADP is in the process of transferring the card stock to another location.
 - If you do not receive the order, you can mark the order as Not Received, which assigns a status of lost to every card in the order.
 - If you use a card from an order that has a status of In Process or In Transit, the order status automatically changes to Received.

NOTE: If you mark an automatically generated order as not received and your location settings indicate that a new order is necessary, the system will generate a replacement order the next day.

Approve an Order from a Notification E-Mail

To approve an order from a notification e-mail:

1. Open the order notification e-mail.

Order Approval Notification E-Mail

Dear Cathy Black

The Visa DPS prepaid card inventory control system has created a replenishment stock order requiring approval before it can be submitted to the card vendor.

Please access Prepaid Administration website to review the suggested order details in order to approve the order for submittal to the card vendor for processing.

Release DO NOT RESPOND TO THIS EMAIL

Thank you

EID 1019V1

2. Click the order link in the e-mail; this will prompt you to sign onto the system. After you sign on, the Order Details page for the Pending Approval order appears.

NOTE: If more than one order is pending approval, the Order Queue displays all pending orders, and you can choose which orders you want to approve or reject.

Order Details—Pending Approval Order

The screenshot displays the 'Order Details' page in the Visa Prepaid Administration Tool. The interface includes a top navigation bar with the Visa logo, the title 'Visa Prepaid Administration Tool', and a search bar. Below the navigation bar, there are tabs for 'Manage...', 'Card Sales', and 'Reports'. The main content area is titled 'Order Details' and shows a breadcrumb trail: 'Home > Order Queue > Order Details'. A left-hand sidebar contains a menu with sections: 'Overview' (Stock Summary, Order Queue, Order Details), 'Tasks' (New Order, Stale Cards, Search for Stale Cards, Transfer Cards, Damaged Cards), and 'Settings' (Location Settings). The main content area is divided into two sections: 'Order Detail' and 'Shipping Information'. The 'Order Detail' section contains the following information:

Location:	2001 - Store 1	Card Value:	Flexible
Card Program:	Sample FI - Program 1	Expiration Date [MM/YY]:	09/09
Date Order Created:	9/26/2007	Order Status:	Submitted
Order Number:	X61VIKZKI95EX3E	Order Status Date:	9/26/2007
Card Class:	Sample FI Class 1	Number of Cards Ordered:	15
Card Design:	Align Select English	Comments:	<input type="text"/>
Embossed Message:	Reloadable Visa		

The 'Shipping Information' section contains the following information:

Contact Name:	Store Manager
Ship To:	1234 Main Street Englewood, CO 80003

At the bottom right of the page, there are four buttons: 'APPROVE', 'REJECT', 'UPDATE ORDER', and 'BACK TO LIST'.

3. Review the order and, if necessary, make any changes to the card stock order, or enter comments.
4. Click Approve.
5. Click OK in the confirmation box. The Order Detail appears, and the order is approved.

Approve an Order from the Order Queue

To approve an order from the Order Queue:

1. Locate and select an order you want to approve by searching for card stock orders.
2. Review the order. If necessary, make any changes to the card stock order or enter comments.
3. Click Approve.
4. Click OK in the confirmation box. The Order Detail page appears and the order is approved.

Receive a Complete Card Stock Order

To receive a card stock order:

1. Locate and select an order you want to receive by searching for card stock orders. The Order Detail page appears.

Order Detail—In Process Order

The screenshot shows the 'Order Detail' page in the Visa Prepaid Administration Tool. The page is titled 'Order Detail' and includes a 'History' link. The order information is as follows:

Location:	2001 - Store 1	Card Value:	Flexible
Card Program:	Sample FI - Program 1	Expiration Date [MM/YY]:	08/09
Date Order Created:	8/3/2007	Order Status:	In Process
Order Number:	Y8N0IKXWTUFZ1NC	Order Status Date:	8/15/2007
Card Class:	Sample FI Class 1	Number of Cards Ordered:	5
Card Design:	!Aline Select English	Comments:	
Embossed Message:	Reloadable Visa		

Fees

The following fee(s) have been assessed to your Location for this order.

		Fee For This Order
Stock Replenishment Fee:	\$0.00 per card	\$0.00
Stock Replenishment Shipping Fee:	\$0.00 per order	\$0.00
Stock Replenishment Processing Fee:	\$1.76 per order that contains less than the Minimum Order Quantity	\$1.76
Total Fees For This Order:		\$1.76

Shipping Information

Contact Name:	Store Manager
Ship To:	1234 Main Street Englewood, CO 80003

At the bottom of the page, there are three buttons: 'NOT RECEIVED', 'RECEIVED', and 'BACK TO LIST'.

2. Click Received or Not Received.
3. Click OK in the confirmation box. The Order Detail page appears.
 - If you clicked Received, the order is placed in Received status, and the cards in the order are placed in Pending Card Issuance status.
 - If you clicked Not Received, the order is placed in a Not Received status, and the cards in the order are assigned a status of Lost.

Receive a Partial or Damaged Card Stock Order

To receive a partial or damaged card stock order:

1. Complete the steps to receive the entire order.
2. Locate and select an order that you received by searching for card stock orders. The Order Details page appears with each card in the order listed.

Order Details—Detail Area

The screenshot displays the 'Order Detail' page. On the left is a navigation menu with options like 'Overview', 'Stock Summary', 'Order Queue', 'Order Details', 'Tasks', 'New Order', 'Stale Cards', 'Search for Stale Cards', 'Transfer Cards', 'Damaged Cards', 'Settings', and 'Location Settings'. The main area shows order information: Location (2001 - Store 1), Card Program (Sample FI - Program 1), Date Order Created (7/26/2007), Order Number (X6Z3IKXOASUYIHF), Card Class (Sample FI Class 1), Card Design (Aline Select English), Embossed Message (Reloadable Visa), Card Value (Flexible), Expiration Date (07/09), Order Status (Received), and Order Status Date (8/6/2007). A summary table on the right lists metrics such as 'Number of Cards Ordered' (15), 'Number of Cards Received' (15), and 'Number of Cards Pending Issuance' (15). Below this is a table of individual cards with columns for Card Number, Exp Date, Status, Status Date, Card Design, and Embossed Message. The table shows 15 cards, all with a status of 'Pending card issuance'. At the bottom of the table are buttons for 'TRANSFER ALL', 'DAMAGE ALL', 'UPDATE COMMENTS', and 'STALE ALL'. A 'Next Page' button is also visible.

	Card Number	Exp Date	Status	Status Date	Card Design	Embossed Message
<input type="checkbox"/>	4000 1234 5678 9010	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input type="checkbox"/>	4000 1234 5678 9011	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input type="checkbox"/>	4000 1234 5678 9012	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input checked="" type="checkbox"/>	4000 1234 5678 9013	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input checked="" type="checkbox"/>	4000 1234 5678 9014	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input checked="" type="checkbox"/>	4000 1234 5678 9015	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input type="checkbox"/>	4000 1234 5678 9016	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input type="checkbox"/>	4000 1234 5678 9017	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input type="checkbox"/>	4000 1234 5678 9018	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa
<input type="checkbox"/>	4000 1234 5678 9019	07/09	Pending card issuance	08/06/07	Aline Select English	Reloadable Visa

3. Select the checkboxes by the card numbers of any cards not in the order.
4. Click Not Received or Damaged at the bottom of the page.

IMPORTANT: The top and bottom buttons on the Order Detail page perform different actions. Buttons at the top perform actions on an entire order. Buttons at the bottom perform actions on the individual cards that are selected

5. Click OK in the confirmation box. The system displays a report of lost or damaged cards.
6. Click Return to close the report. The Order Detail page appears, and the selected cards have a status of Lost or Damaged.

View Card Stock Inventory

You can use the Stock Summary page to view your on-hand and on-order card stock quantities at a specific location. From the Stock Summary page, you can access a printable report of on-hand quantities. If you have orders that are pending approval, you can click a link to access the Order Queue for those orders. You can also access the Order Queue from the menu on the left side of your screen.

You can use the Order Queue to search for card stock orders for a specific location by order number, date order created, or order status.

After you locate an order using the Order Queue, you can review the order or perform various actions such as changing the status of the order.

To view on-hand and on-order quantities:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Select a Location (if not already selected).
3. Select a Card Program (if not already selected).
4. Click Search. One or more matches appear in a table with a summary of the order information for each match.

Stock Summary

The screenshot displays the 'Stock Summary' page in the 'Visa Prepaid Administration Tool'. The page includes a navigation menu on the left with options like 'Overview', 'Stock Summary', 'Order Queue', and 'Tasks'. The main content area features a search form for 'Select Card Program' with fields for 'Location' (2001 - Store 1) and 'Card Program' (Sample FI - Program 1). Below the form is a table with the following data:

Card Design	Card Class	Embossed Message	Pre-Defined Value	Quantity on Hand	Quantity on Order	Pending Orders
Aline Select English	Sample FI Class 1	SAFETY PAYS	Flexible	147	0	No
Aline Select English	Sample FI Class 1	Reloadable Visa	Flexible	0	15	No

5. Click the Yes link in the Pending Orders column to go to the Order Detail page if you have pending system-generated card stock orders that require approval.
6. Click the number link in the Quantity On Hand column to access a printable report that shows card detail (if you have quantity on hand for a card stock).
7. Click Reset if you want to view card stock inventory for another card program and location.

Subscribe Location to Card Stock

To subscribe a location to card stock:

1. Select Manage > Card Inventory. The Stock Summary page appears
2. Click Location Settings on the left menu. The Location Settings page appears.
3. Select a Location (if not already selected).
4. Select a Card Program (if not already selected).
5. Click Search. The Location Settings page appears.

Location Settings

Visa Prepaid Administration Tool

Sample FI SEARCH Home Help Sign Out

Manage... Card Sales Reports

Location Settings

Home > Location Settings

Overview

- Stock Summary
- Order Queue
- Tasks
- New Order
- Stale Cards
- Search for Stale Cards
- Transfer Cards
- Damaged Cards
- Settings
- Location Settings

Select Location **Location Information**

* Location: 2001 - Store 1 FILTER

* Card Program: Sample FI - Program 1

1234 Main Street
Englewood, CO 80003
USA

RESET SEARCH

Card Stock Results [History](#)

Subscribed	Card Design	Card Class	Embossed Message	Defaults
<input type="checkbox"/>	Aline Select English	Sample FI Class 1	Reloadable Visa	Y

EDIT RESET SUBMIT


Contact Information

Name	Title	Email Address	Primary Phone	Notifications
There are no Contacts to display				

DELETE EDIT ADD CONTACT

6. Click History at the top of the Card Stock Results group to view a history of changes made to the card stock subscriptions list.
7. Select the check box in the row of a card stock to subscribe to it.
8. Click Submit in the Card Stock Results group to save the subscription.
9. Click OK in the confirmation box. The Location Settings – Location Information page appears with the new card stock subscription checked.

Location Settings—Location Information with a Card Stock Subscription



Visa Prepaid Administration Tool

Sample FI

Home Help Sign Out

Manage...

Card Sales

Reports

Location Settings

Home > Location Settings

Card Stock Subscriptions Updated.

▼ Overview

Stock Summary

Order Queue

▼ Tasks

New Order

Stale Cards

Search for Stale Cards

Transfer Cards

Damaged Cards

▼ Settings

Location Settings

Select Location

Location Information

* Location: FILTER

* Card Program:

1234 Main Street
Englewood, CO 80003
USA

RESET SEARCH

Card Stock Results History

Subscribed	Card Design	Card Class	Embossed Message	Defaults
<input checked="" type="checkbox"/>	Aline Select English	Sample FI Class 1	Reloadable Visa	Y

EDIT RESET SUBMIT

Contact Information

Name	Title	Email Address	Primary Phone	Notifications
There are no Contacts to display				

DELETE EDIT ADD CONTACT

Add a Location Contact

To add a location contact:


1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Click Location Settings on the left menu. The Location Settings page appears.
3. Select a Location (if not already selected).
4. Select a Card Program (if one already selected).
5. Click Search. The Location Settings page appears.
6. Click History at the top of the Contact Information group to view a history of changes made to the contacts list.
7. Click Add Contact in the Contact Information group. The Contact Details page appears.

Contact Details

The screenshot shows the 'Contact Details' page in the Visa Prepaid Administration Tool. The page title is 'Contact Details' and the breadcrumb trail is 'Home > Location Settings > Contact Details'. The left sidebar contains a navigation menu with sections: Overview (Stock Summary, Order Queue), Tasks (New Order, Stale Cards, Search for Stale Cards, Transfer Cards, Damaged Cards), and Settings (Location Settings, Contact Details). The main content area is titled 'Contact Details' and contains the following fields: * Name: Cathy Black; * Job Title: Super Trainer; * Email: cs@cs.com; * Phone: 800-555-5555. Below these fields are two checked notification preferences: Stock Orders and Stale Stock Alert. At the bottom right of the form are two buttons: BACK and SUBMIT.

8. Enter the name, title, e-mail, and phone information for the designated contact.
9. Select one or more of the following notification preferences:
 - Stock Orders—the contact receives notification e-mails for automatic card stock orders.
 - Stale Stock Alert—the contact receives notification e-mails when card stock nears its expiration date.
10. Click Submit.
11. Click OK in the confirmation box. The Location Settings page appears with the new contact.

Location Settings—Contact Added



Visa Prepaid Administration Tool

Sample FI

SEARCH
Home
Help
Sign Out

Manage...

Card Sales

Reports

Location Settings

Home > Location Settings

Contact Added.

▼ Overview

Stock Summary

Order Queue

▼ Tasks

New Order

Stale Cards

Search for Stale Cards

Transfer Cards

Damaged Cards

▼ Settings

Location Settings

Select Location
Location Information

* Location: FILTER

* Card Program:

1234 Main Street
Englewood, CO 80003
USA

RESET SEARCH

Card Stock Results
History

Subscribed	Card Design	Card Class	Embossed Message	Defaults
<input checked="" type="checkbox"/>	Aline Select English	Sample FI Class 1	Reloadable Visa	Y

EDIT RESET SUBMIT

Contact Information
History

Name	Title	Email Address	Primary Phone	Notifications
Cathy Black	Super Trainer	cs@cs.com	800-555-5555	Yes

DELETE EDIT ADD CONTACT

Customize an Automatic Card Stock Order for a Location

To customize an automatic card stock order for a location:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Click Location Settings on the left menu. The Location Settings page appears.
3. Select a Location (if not already selected).
4. Select a Card Program (if not already selected).
5. Click Search. The Location Settings page appears.
6. Select the row of the card stock for which you want to change settings.
7. Click Edit in the Card Stock Results section. The Edit Card Stock page appears.

Edit Card Stock

Visa Prepaid Administration Tool

Sample FI [SEARCH] Home Help Sign Out

Manage... Card Sales Reports

Stock Settings
Home > Location Settings > Stock Settings

Overview

- Stock Summary
- Order Queue
- Tasks
- New Order
- Stale Cards
- Search for Stale Cards
- Transfer Cards
- Damaged Cards
- Settings
 - Location Settings
 - Stock Settings

Location: 2001 - Store 1
Card Class: \$Aline Select English
Card Design: Rubber Ducks
Embossed Message: Reloadable Visa
Card Value: Flexible

Location Settings [History](#)

This Location **Default Settings**

Auto-Approve
 On (Orders do NOT require issuer approval)
 Off (Orders require issuer approval) Use Defaults

Inventory Levels By Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
* Reorder Point:	0	0	0	0	0	0	0	0	0	0	0	0
* Order Quantity:	0	0	0	0	0	0	0	0	0	0	0	0

Default Inventory Levels By Month

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Reorder Point:	0	0	0	0	0	0	0	0	0	0	0	0
Order Quantity:	0	0	0	0	0	0	0	10	0	0	0	0

RESET BACK SUBMIT

8. Deselect the Use Defaults checkbox if selected.

IMPORTANT: When the Use Defaults checkbox is selected, the system uses the settings under the Default Inventory Levels by Month heading. When the Use Defaults checkbox is not selected, the system uses the settings under the Inventory Levels By Month heading and allows you to modify the settings.

9. Make changes to any of the following if necessary:
 - Auto-Approve On or Off. (The Auto-Approve option appears only if Automatic Ordering is set to Available and if automatic approval is turned on at the default level.)
 - Reorder Point
 - Order Quantity
10. Click Submit.
11. Click OK in the confirmation box. The Location Settings page appears with the edited card stock.

Location Settings—Location Information with Updated Card Stock Settings

Visa Prepaid Administration Tool

Sample FI Home Help Sign Out

Manage... Card Sales Reports

Location Settings Card Stock Updated.

Home > Location Settings

▼ Overview

Stock Summary

Order Queue

▼ Tasks

New Order

Stale Cards

Search for Stale Cards

Transfer Cards

Damaged Cards

▼ Settings

Location Settings

Select Location Location Information

* Location:

* Card Program:

1234 Main Street
Englewood, CO 80003
USA

Card Stock Results History

Subscribed	Card Design	Card Class	Embossed Message	Defaults
<input checked="" type="checkbox"/>	Aline Select English	Sample FI Class 1	Reloadable Visa	Y

Contact Information History

Name	Title	Email Address	Primary Phone	Notifications
Cathy Black	Super Trainer	cs@cs.com	800-555-5555	Yes

Transfer and Status Cards

Transfer Cards

You can transfer a single card, a group of cards, or an entire card stock order to another location. You can transfer cards from an Order Detail, or you can use the Transfer Cards option on the left menu.

You can only transfer card orders that are in the Received status.

Assign Stale or Damaged Status to Cards

Stale Cards

A stale card is one that will expire within 90 days and should not be issued.

You can status a single card, a group of cards, or an entire card stock order as Stale. You can status cards as Stale in an Order Detail or by using either the Stale Cards or Stale Cards by Expiration Date option on the left menu. The Stale Cards by Expiration Date option lists cards that are set to expire within a specified number of months. The number of months is specified in the parameter settings for your company.

You can only status cards that are in a Pending Card Issuance status and card orders that are in Received status as stale.

Damaged Cards

You can assign a status of Damaged to a single card, a group of cards, or an entire card stock order. You can assign a status of Damaged in an Order Detail or you can use the Damaged Cards option on the left menu.

Only cards that are in a Pending Card Issuance status and card orders that are in a Received status can be changed to damaged status.

Destroyed Cards

- You can use the Stale Cards by Expiration Date function to status cards as destroyed.
- You can status cards that are in a Pending Card Issuance or Stale status as Damaged.
- Cards with a status of Destroyed are not counted as location inventory.

Transfer a Complete Card Order

To transfer a complete card order:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Locate and select an order in Received status by searching for card stock orders.

Order Detail—Detail Area

TRANSFER ALL DAMAGE ALL UPDATE COMMENTS STALE ALL						
<input type="checkbox"/>	Card Number	Exp Date	Status	Status Date	Card Design	Embossed Message
	4000 1234 5678 9010	08/09	Closed	09/22/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9011	08/09	Stale	08/15/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9012	08/09	Stale	08/15/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9013	08/09	Stale	08/15/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9014	08/09	Pending card issuance	08/06/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9015	08/09	Pending card issuance	08/06/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9016	08/09	Pending card issuance	08/06/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9017	08/09	Damaged	08/15/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9018	08/09	Pending card issuance	08/06/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9019	08/09	Damaged	08/06/07	Aline Select English	PAYROLL CARD

[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[6](#)
[Next Page](#)

[TRANSFER](#)
[NOT RECEIVED](#)
[DAMAGED](#)
[STALE](#)

- Click Transfer All at the top of the Order Detail. The Transfer Information page appears.

Transfer Information

Visa Prepaid Administration Tool

Sample FI

SEARCH
Home
Help
Sign Out

Manage...

Card Sales

Reports

Transfer Cards

Home > Order Queue > Transfer Cards

Overview

Stock Summary

Order Queue

Transfer Cards

Tasks

New Order

Stale Cards

Search for Stale Cards

Transfer Cards

Damaged Cards

Settings

Location Settings

Please specify transfer information for this order

* Transfer To: [FILTER](#)

Delivery Date [MM-DD-YYYY]:


Shipping Tracking Number:

[RESET](#)
[BACK TO ORDER](#)
[SUBMIT](#)

- Select a location in the Transfer To field.
- Enter an approximate arrival date for the transfer in the Delivery Date field (Optional).
- Enter a shipping tracking number for the transfer order (Optional).
- Click Submit. The Card Transfer Detail appears.

NOTE: Card stock transfers will start with an order number XFR.

Card Transfer Detail Report

Prepaid Card System

[PRINT](#) [CLOSE](#)

Card Inventory - Order Transfer Detail

Transfer Order Number:	XFRX5RWIKZLL8OR	From Location:	100 - Highlands Ranch
Transfer Initiated:	9/27/2007 10:20 AM	To Location:	300 - Corporate
Transfer Initiated By:	ppc.sample	Ship To: Supervisor 1234 Yelena Blvd Suite 200 Fort Collins, CO 80121	
Total Number of Cards:	74		
Delivery Date:	9/27/2007		
Shipping Tracking Number:	ABC123456789		

The cards for the order have been transferred and given an order number of XFRX5RWIKZLL8OR.

[PRINT](#) [CLOSE](#)

8. Click Print to print a copy of the Card Transfer Detail.
9. Click Close to close the report.

Transfer Selected Cards within an Order

To transfer selected cards within an order:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Locate and select an order in Received status by searching for card stock orders.

Order Detail—Detail Area

TRANSFER ALL DAMAGE ALL UPDATE COMMENTS STALE ALL						
<input type="checkbox"/>	Card Number	Exp Date	Status	Status Date	Card Design	Embossed Message
	4000 1234 5678 9010	08/09	Research Required	08/15/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9011	08/09	Card issued	09/25/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9012	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input checked="" type="checkbox"/>	4000 1234 5678 9013	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input checked="" type="checkbox"/>	4000 1234 5678 9014	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input checked="" type="checkbox"/>	4000 1234 5678 9015	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9016	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9017	08/09	Lost card	08/22/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9018	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9019	08/09	Destroyed	08/22/07	Aline Select English	PAYROLL CARD
1 2				Next Page		
TRANSFER NOT RECEIVED DAMAGED STALE						

3. Select the check boxes beside the card numbers of any cards you want to transfer, or click the Check All option.

The Check All option selects all check boxes on the current page; however, this option does not select cards on subsequent pages.

NOTE: Only cards that are eligible to be transferred have a check box.

4. Click Transfer at the bottom of the Order Detail. The Transfer Information page appears.


Transfer Information

The screenshot displays the 'Transfer Information' page in the Visa Prepaid Administration Tool. The page header includes the VISA logo and the title 'Visa Prepaid Administration Tool'. Below the header, there is a navigation bar with 'Manage...', 'Card Sales', and 'Reports' tabs. The main content area is titled 'Transfer Cards' and includes a breadcrumb trail: 'Home > Order Queue > Transfer Cards'. On the left, a sidebar menu lists various options: Overview, Stock Summary, Order Queue, Transfer Cards, Tasks, New Order, Stale Cards, Search for Stale Cards, Transfer Cards, Damaged Cards, Settings, and Location Settings. The main form area is titled 'Please specify transfer information for this order' and contains the following fields and buttons:

- * Transfer To: A dropdown menu showing '2001 - Store 1' and a 'FILTER' button.
- Delivery Date [MM-DD-YYYY]: A date picker showing '09 - 28 - 2007'.
- Shipping Tracking Number: A text input field containing 'ABC123456789'.
- Buttons: 'RESET', 'BACK TO ORDER', and 'SUBMIT'.

5. Select a location in the Transfer To field.
6. Enter an approximate arrival date for the transfer in the Delivery Date field (optional).
7. Enter a shipping tracking number for the transfer order (optional).
8. Click Submit. The Card Transfer Detail appears.

Card Transfer Detail Report

Prepaid Card System

[PRINT](#) [CLOSE](#)

Card Inventory - Card Transfer Detail

Transfer Order Number:	XFRX5R.WIKZMO213	From Location:	2000 - Company A
Transfer Initiated:	9/28/2007 9:49 AM	To Location:	2001 - Store 1
Transfer Initiated By:	ppc.sample	Ship To:	Store Manager 1 1234 Main Street Englewood, CO 80003
Total Number of Cards:	3		
Delivery Date:	9/28/2007		
Shipping Tracking Number:	ABC123456789		

The specified card(s) have been transferred.

Card Number	Exp Date
4000 1234 5678 9013	08/2009
4000 1234 5678 9014	08/2009
4000 1234 5678 9015	08/2009

[PRINT](#) [CLOSE](#)

9. Click Print to print a copy of the Card Transfer Detail.
10. Click Close to close the report.

Transfer Individual Cards

To transfer individual cards:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Click Transfer Cards on the left menu. The Transfer Cards page appears.

Transfer Cards (partial)


The screenshot shows the 'Transfer Cards' page in the Visa Prepaid Administration Tool. The interface includes a top navigation bar with the Visa logo, a search bar, and links for Home, Help, and Sign Out. Below the navigation bar, there are tabs for 'Manage...', 'Card Sales', and 'Reports'. The main content area is titled 'Transfer Cards' and contains a sidebar menu on the left with options like 'Overview', 'Stock Summary', 'Order Queue', 'Tasks', 'New Order', 'Stale Cards', 'Search for Stale Cards', 'Transfer Cards', 'Damaged Cards', 'Settings', and 'Location Settings'. The main content area has a section titled 'Please specify transfer information for this order' with the following fields:

- * Transfer From: 3002 - Location 2 (with a FILTER button)
- * Card Program: Sample FI - Program 1
- * Transfer To: 3001 - Location 1 (with a FILTER button)
- Delivery Date [MM-DD-YYYY]: 09 - 28 - 2007 (with a calendar icon)
- Shipping Tracking Number: ABC123456789

Below these fields is a section titled 'Card Numbers' with the instruction 'Enter up to 50 card numbers.' and a table with 10 columns and 10 rows. The first two rows contain the card numbers '4000 1234 5678 9010' and '4000 1234 5678 9011'. At the bottom right of the form are 'RESET' and 'TRANSFER' buttons.

3. Select an origin for the transfer in the Transfer From field.
4. Select a Card Program (if not already selected).
5. Select a destination for the transfer in the Transfer To field.
6. Enter or select an approximate arrival date in the Delivery Date field (optional).
7. Enter a shipping tracking number for the transfer (optional).
8. Enter the card numbers of the cards you want to transfer.
9. Click Transfer. A Transfer Confirmation Box appears.
10. Click OK in the confirmation box. The Card Transfer Detail page appears.

Card Transfer Detail Report

Prepaid Card System

PRINT CLOSE

Card Inventory - Card Transfer Detail

Transfer Order Number:	XFRX5RWIKZMOWIR	From Location:	3002 - Location 2
Transfer Initiated:	9/28/2007 10:19 AM	To Location:	3001 - Location 1
Transfer Initiated By:	ppc.sample	Ship To:	Location Manager 1 1234 Main Street Englewood, CO 80003
Total Number of Cards:	2		
Delivery Date:	9/28/2007		
Shipping Tracking Number:	ABC123456789		

The specified card(s) have been transferred.

Card Number	Exp Date
4000 1234 5678 9010	08/2009
4000 1234 5678 9011	08/2009

PRINT CLOSE

11. Click Print to print a copy of the Card Transfer Detail.
12. Click Close to close the report.

Assign a Status to an Order as Stale or Damaged

The screens in this section show the process for giving an order a status of Stale. Similar screens appear when you status an order as damaged.

To assign a status of stale or damaged to an order:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Locate and select the card order that is in a Received status but you want to assign a status of stale or damaged to the order.


Order Details—Detail Area

TRANSFER ALL DAMAGE ALL UPDATE COMMENTS STALE ALL						
<input type="checkbox"/>	Card Number	Exp Date	Status	Status Date	Card Design	Embossed Message
<input checked="" type="checkbox"/>	4000 1234 5678 9010	08/09	Pending card issuance	08/15/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9011	08/09	Pending card issuance	08/15/07	Aline Select English	PAYROLL CARD

TRANSFER NOT RECEIVED DAMAGED STALE

3. Click Stale All or Damage All at the top of the page.
4. Click OK in the confirmation box. A confirmation message appears on the Order Details page.

Order Details—Stale Confirmation Message



Visa Prepaid Administration Tool

Sample FI

SEARCH
Home
Help
Sign Out

Manage... Card Sales Reports

Order Details

Home > Order Queue > Order Details

- Overview
- Stock Summary
- Order Queue
- Order Details**
- Tasks
- New Order
- Stale Cards
- Search for Stale Cards
- Transfer Cards
- Damaged Cards
- Settings
- Location Settings

Order Detail
History

Location: 3003 - Location 3

Card Program: Sample FI - Program 1

Date Order Created: 8/15/2007

Order Number: XFRX371IKYALDIK

Card Class: Not applicable

Card Design: Not Available

Embossed Message: Not Available

Card Value: Flexible

Expiration Date [MM/YY]: Not available

Order Status: Received

Order Status Date: 8/15/2007

Number of Cards Ordered: 2

Number of Cards Received: 2

Number of Cards Not Received: 0

Number of Cards Damaged: 0

Number of Cards Destroyed: 0

Number of Cards Issued: 0

Number of Cards Staled: 0

Number of Cards Transferred: 0

Number of Cards Pending Issuance: 2

Comments:

TRANSFER ALL
DAMAGE ALL
UPDATE COMMENTS
STALE ALL

<input type="checkbox"/>	Card Number	Exp Date	Status	Status Date	Card Design	Embossed Message
<input checked="" type="checkbox"/>	4000 1234 5678 9010	08/09	Pending card issuance	08/15/07	Blue Card English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9011	08/09	Pending card issuance	08/15/07	Blue Card English	PAYROLL CARD

1

TRANSFER
NOT RECEIVED
DAMAGED
STALE

Assign a Stale or Damaged Status to Selected Cards within an Order

The screens in this section show you how to assign a stale status to selected cards within an order. Similar screens appear when you assign a Damaged status to selected cards within an order.

To status selected cards within an order as stale or damaged:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Locate and select a card order which is in a Received status but you want to assign a status of stale or damaged to the order.

Order Detail—Detail Area


<input type="checkbox"/>	Card Number	Exp Date	Status	Status Date	Card Design	Embossed Message
	4000 1234 5678 9010	08/09	Research Required	08/15/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9011	08/09	Card issued	09/25/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9012	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input checked="" type="checkbox"/>	4000 1234 5678 9013	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input checked="" type="checkbox"/>	4000 1234 5678 9014	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input checked="" type="checkbox"/>	4000 1234 5678 9015	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9016	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9017	08/09	Lost card	08/22/07	Aline Select English	PAYROLL CARD
<input type="checkbox"/>	4000 1234 5678 9018	08/09	Pending card issuance	07/27/07	Aline Select English	PAYROLL CARD
	4000 1234 5678 9019	08/09	Destroyed	08/22/07	Aline Select English	PAYROLL CARD

1 2 [Next Page](#)

Select the check boxes beside the card numbers of the cards that you want to place in a stale or damaged status, or click the Check All option. Only cards that are eligible to be assigned a status have a check box.

- The Check All option selects all check boxes on the current page; however, this option does not select cards on subsequent pages.
3. Click stale or damaged at the bottom of the page.
 4. Click OK in the confirmation box. The Stale Card Detail or Damaged Card Detail appears.

Stale Card Detail Report

Prepaid Card System

PRINT CLOSE

Card Inventory - Stale Card Detail

Action Date / Time:	9/28/2007 10:54 AM
Action Performed By:	ppc.sample
Location:	2002 - Store 2
Total Number of Cards:	3

The following cards have been stasured as "Stale".
Please dispose of them according to your financial institutions's card destruction policy.

Card Number	Exp Date
4000 1234 5678 9013	08/2009
4000 1234 5678 9014	08/2009
4000 1234 5678 9015	08/2009

PRINT CLOSE

5. Click Print to print a copy of the Stale Card Detail or Damaged Card Detail.
6. Click Close to close the report.

Assign a Stale or Damaged Status to Individual Cards

The screens in this section show you how to assign a stale status to individual cards. Similar screens also appear when you assign a status of damaged to individual cards.

To status individual cards as stale or damaged:


1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Click Stale Cards or Damaged Cards on the left menu. The Stale Cards or Damaged Card page appears.

Stale Cards (partial)

The screenshot shows the 'Stale Cards' page in the Visa Prepaid Administration Tool. The page title is 'Stale Cards' and the breadcrumb is 'Home > Stale Cards'. The left sidebar contains a navigation menu with the following items: Overview, Stock Summary, Order Queue, Tasks, New Order, Stale Cards (highlighted), Search for Stale Cards, Transfer Cards, Damaged Cards, Settings, and Location Settings. The main content area is titled 'Select Issuer and Card Program' and includes two dropdown menus: '* Location:' with '2002 - Store 2' selected and a 'FILTER' button, and '* Card Program:' with 'Sample FI - Program 1' selected. Below this is a section titled 'Card Numbers' with the instruction 'Enter up to 50 card numbers to change status to "stale."'. This section contains a table with 10 columns and 10 rows. The first two rows have the card numbers '4000 1234 5678 9010' and '4000 1234 5678 9011' in the first column, with the remaining columns being empty. At the bottom right of the page are 'RESET' and 'STALE' buttons.

3. Select a Location (if not already selected).
4. Select a Card Program (if not already selected).
5. Enter the numbers of the cards you want to status as stale or damaged.
6. Click Stale or Damaged. A confirmation box appears.
7. Click OK in the confirmation box. The Stale Card Detail or Damaged Card Detail appears.

Stale Card Detail Report

Prepaid Card System

[PRINT](#) [CLOSE](#)

Card Inventory - Stale Card Detail

Action Date / Time:	9/28/2007 11:05 AM
Action Performed By:	ppc.sample
Location:	2002 - Store 2
Total Number of Cards:	2

The following cards have been stasured as "Stale".
Please dispose of them according to your financial institutions's card destruction policy.

Card Number	Exp Date
4000 1234 5678 9010	08/2009
4000 1234 5678 9011	08/2009

[PRINT](#) [CLOSE](#)

8. Click Print to print a copy of the Stale Card Detail or Damaged Card Detail.
9. Click Close to close the report.

Assign a Status to Cards as Stale by Expiration Date

To assign stale status to cards by expiration date:

1. Select Manage > Card Inventory. The Stock Summary page appears.
2. Click Stale Cards by Expiration Date on the left menu. The Stale Cards by Expiration Date page appears.

Stale Cards by Expiration Date (partial)

The screenshot shows the 'Search for Stale Cards' page in the Visa Prepaid Administration Tool. The page title is 'Find Cards Matching These Criteria' with a sub-note: '(Your card program recommends staling cards that will expire 12 month(s) from now)'. The search criteria are as follows:

- * Location: 200 - South Region
- * Card Program: Sample FI - Program 1
- * Search By: Expiration Date
- * From Expiration Date [MM/YY]: 12 / 07
- * To Expiration Date [MM/YY]: 04 / 08
- Card Status: Pending card issuance

Buttons for 'RESET', 'SEARCH', 'DESTROY ALL', and 'STALE ALL' are visible. The results table is shown below:

<input type="checkbox"/>	Location	Card Number	Exp Date	Card Design	Embossed Message	Card Status
<input checked="" type="checkbox"/>	200 - South Region	4000 1234 5678 9010	04/08	Aline Select English	PAYROLL CARD	Pending card issuance
<input type="checkbox"/>	200 - South Region	4000 1234 5678 9011	04/08	Aline Select English	PAYROLL CARD	Pending card issuance

Page number: 1

3. Select the Location for which you want to status cards (if not already selected).
4. Select the Card Program (if not already selected).
5. Complete one of the following options:

If you want to . . .	Then . . .
Search by expiration date:	<ol style="list-style-type: none"> 1. Select Expiration Date in the Search By field 2. Enter the From and To expiration dates of the cards you want to status as Stale or Destroyed. 3. Specify a Card Status (optional).
Search by stale month:	<ol style="list-style-type: none"> 1. Select Stale Month Value in the Search By field. 2. Specify a Stale Months Value: The system will search for cards that will expire in the number of months you specify from the current date.

6. Click Search. One or more matches appear in a table with information (summary) of each card.

7. Complete one of the following options:

If you want to . . .	Then . . .
Assign a status of stale or destroyed to one or more cards:	<ol style="list-style-type: none"> 1. Select the check boxes for the card numbers that you want to assign a stale status. 2. Click stale or destroy. 3. Specify a Card Status (optional).
Assign a status to all cards on the current page as stale or destroyed:	<ol style="list-style-type: none"> 1. Check the checkbox in the header row 2. Click stale or destroy.
Assign a status of stale or destroyed to all cards in the search results (all pages):	<ol style="list-style-type: none"> 1. Click Stale All or Destroy All.

A confirmation box appears.

8. Click OK in the confirmation box. A confirmation message appears at the top of the page.

Search for Stale Cards—Status Confirmation Message

The screenshot displays the 'Search for Stale Cards' page in the Visa Prepaid Administration Tool. The page includes a navigation menu on the left, search criteria fields, and a table of results. A red message at the top right states: 'The submitted cards are being marked as Stale. Please run the card status detail report for a detailed card listing.'

Search Criteria:

- Location: 200 - South Region
- Card Program: Sample FI - Program 1
- Search By: Expiration Date
- From Expiration Date [MM/YY]: 12 / 07
- To Expiration Date [MM/YY]: 04 / 08
- Card Status: Pending card issuance

Search Results Table:

<input type="checkbox"/>	Location	Card Number	Exp Date	Card Design	Embossed Message	Card Status
<input checked="" type="checkbox"/>	200 - South Region	4000 1234 5678 9010	04/08	Balance Select English	PAYROLL CARD	Pending card issuance
<input type="checkbox"/>	200 - South Region	4000 1234 5678 9011	04/08	Balance Select English	PAYROLL CARD	Pending card issuance

View Location Information

The Prepaid system is designed to support multilevel processing and reporting to support your various business relationships. You can also group locations together for reporting and set up some locations as “children” of other locations.

Search for Locations

The first step in performing any location management activities is searching for locations. You can search for locations using a variety of criteria including:

- Location Name: enter at least 2 letters of the location name.
- Location Zddress: enter at least the first two characters of the street address line 1 or 2, or at least the first two characters of the city, state, or Zip code.
- Contact Name: enter at least the first two characters of the person’s name.
- Contact Phone: phone number must be 10 digits and entered with no dashes.
- Location Set Up: select or filter information by parent location or select a reporting group.

Location Information

Location Information shows demographics and contact information as well as business and reporting hierarchies. The location ID is assigned by ADP to identify the company.

Account History Information

Account History information shows any function that has been performed for this location.

Funding History Information

Funding History shows any funding transactions that have been performed from this location’s funding accounts through the PAT system.

Card Programs

The Card Program information available for your location includes the location and reporting hierarchy, the number of active cards for the location, and the available card programs.

Reporting Group

The Reporting Group information available for your location includes the reporting hierarchy as well as a list of any child locations associated with the location.

Notes

You can add notes about a location and view historical notes that have been added by previous users.

Search for Cardholders by Location

You can search for cardholders within a location and access all cardholder functions and menus by first searching for a location. When you search for a cardholder by location, you must specify the cardholder name or card number.

Search Location Information

To search for location information (only the first two letters of the name are required):

1. Select Manage > Location.
2. To search by location name:
 - Select Location Name in the Search By field.
 - Enter the location name in the Location Name field.

Search for Location by Location Name

The screenshot shows the 'Search For Location' interface. The search criteria are as follows:

Search By:	Value
Location Name	2000

The search results are displayed in a table:

Location	Address	City	State	Postal Code	Contact Name	Contact Phone
2000 - Company A	5555 Campus Avenue Suite100	Denver	CO	80112	Accounting Manager	970-777-4444

3. To search by location address:
 - Select Location Address in the Search By field.
 - Enter the address information in the fields provided.

NOTE: The program accepts partial entries in any of the fields, and you only need to enter data in one of the fields to initiate a search.

Search for Location by Location Address

Visa Prepaid Administration Tool

Sample FI Home Help Sign Out

Manage... Card Sales

Search For Location
Home > Search For Location

Search Criteria

Search By: Location Address

Address Line 1: 5555 Address Line 2:

City: State: - Select - ZIP Code:

Location	Address	City	State	Postal Code	Contact Name	Contact Phone
2000 - Company A	5555 Campus Avenue Suite100	Denver	CO	80112	Accounting Manager	970-777-4444

1

- To search by contact name (only the first two letters of the name are required):
 - Select Contact Name in the Search By field.
 - Enter the contact name in the Contact Name field.

Search for Location by Contact Name

Visa Prepaid Administration Tool

Sample FI Home Help Sign Out

Manage... Card Sales

Search For Location
Home > Search For Location

Search Criteria

Search By: Contact Name

* Contact Name: store

Location	Address	City	State	Postal Code	Contact Name	Contact Phone
2001 - Store 1	1234 Main Street	Englewood	CO	80003	Store Manager 1	303-444-8888
2002 - Store 2	9876 Garden Lane Suite 600	Fort Collins	CO	80111	Store Manager 2	720-555-3333

1

- To search by contact phone:
 - Select Contact Phone in the Search By field.
 - Enter the contact phone number in the Phone Number field (no spaces or hyphens).

IMPORTANT: Exact match logic is used for all contact phone number searches. If only part of the number is known, or if any part of the number is keyed incorrectly, the search will fail or result in incorrect information.

Search for Location by Contact Phone

The screenshot shows the 'Search For Location' page in the Visa Prepaid Administration Tool. The search criteria are set to 'Contact Phone' with the value '3034448888'. The results table shows one match for '2001 - Store 1'.

Location	Address	City	State	Postal Code	Contact Name	Contact Phone
2001 - Store 1	1234 Main Street	Englewood	CO	80003	Store Manager 1	303-444-8888

6. To search by location setup:

- Select Location Setup in the Search By field.
- Select the desired Parent Location, Reporting Group, or both using the Filter button and drop-down menus provided.

Search for Location by Location Setup

The screenshot shows the 'Search For Location' page in the Visa Prepaid Administration Tool. The search criteria are set to 'Location Setup'. The 'Parent Location' is set to '- Select -' and the 'Reporting Group' is set to 'Company A'. The results table shows one match for '2000 - Company A'.

Location	Address	City	State	Postal Code	Contact Name	Contact Phone
2000 - Company A	5555 Campus Avenue Suite100	Denver	CO	80112	Accounting Manager	970-777-4444

7. Click Search. One or more matches appear in a table with address and contact information displayed for each match.
8. Click the desired location name to view that location's information page.
9. Click one of the child locations listed at the bottom of the display to view adjunct locations (locations that report up through the current location).

View Location Information

To view location information:

1. Use the desired Search for Location option to display the Location Information page.
2. Click Location Information on the left menu. The Location Information page appears showing all address and contact information for that location.

Location Information

Visa Prepaid Administration Tool

Home > Search For Location > Location Information

Location Information

Location Name: 2000 - Company A
Location's Family Tree: Sample Financial Institution > 1000 - Sample FI > 2000 - Company A
Reporting Hierarchy: Sample FI > Company A
Active Cards: 0

Location Type

Type: Employer
Location ID: SC822-2000

Location Contact Information

Address Line 1: 5555 Campus Avenue
Address Line 2: Suite100
City: Denver **State:** CO **ZIP Code:** 80112

Contact Name: Accounting Manager
Phone: 970-777-4444
Email Address:

Child Locations

Location	Card Programs	Address	City	State	Zip
2001 - Store 1	Sample FI - Program 1	1234 Main Street	Englewood	CO	80003
2002 - Store 2	Sample FI - Program 1	9876 Garden Lane Suite 600	Fort Collins	CO	80111

1


3. Select a location link from the bottom of the display (only if this is a parent location and you want to view other location pages associated with this parent).

View Account History for a Location

To view account history for a location:

1. Use the desired search for location option to display the Location Information page.
2. Click Account History on the left menu. The Account History page appears showing at this location.

Account History



Visa Prepaid Administration Tool

Sample FI

SEARCH
Home
Help
Sign Out

Manage...

Card Sales

Account History

Home > Search For Location > Account History

- Overview
- Location Information**
- Account History
- Funding History
- Funding Accounts
- Card Programs
- Reporting Group
- Notes
- Tasks
- Manage Cards

Location Information

Location Name: 2001 - Store 1

Location's Family Tree: Sample Financial Institution > 1000 - Sample FI > 2000 - Company A > 2001 - Store 1

Reporting Hierarchy: Sample FI > Company A > Store 1

Active Cards: 0

Account History

Date and Time	Action	Action By	Source	Description
1/28/2007 5:22 PM	Email sent	pat822.sample2	Program Admin Tool Web	Send Email 1006 - Funding Successful
1/27/2007 12:51 PM	Card purchase	pat822.sample1	Program Admin Tool Web	PAT Individual Card Purchase
1/27/2007 12:11 PM	Card Purchase - Branch Sale	pat822.sample1	Program Admin Tool Web	Instant issue card purchase
1/27/2007 11:39 AM	Card Purchase - Branch Sale	pat822.sample2	Program Admin Tool Web	Instant issue card purchase
1/17/2007 2:55 PM	Card Purchase - Branch Sale	pat822.sample1	Program Admin Tool Web	Instant issue card purchase
7/5/2006 3:53 PM	Card Purchase - Branch Sale	pat822.sample3	Program admin web	Instant issue card purchase
7/5/2006 3:51 PM	Card Purchase - Branch Sale	ppc.userA	Program admin web	Instant issue card purchase
6/27/2006 2:11 PM	Funding Account Add	ppc.sample	Program admin web	

1

[PRINTABLE VERSION](#)

View Funding History for a Location

To view funding history for a location:

1. Use the desired search for location option to display the Location Information page.
2. Click Funding History on the left menu. The Funding History page appears.

Funding History

The screenshot shows the 'Funding History' page in the Visa Prepaid Administration Tool. The page title is 'Funding History' and the breadcrumb is 'Home > Search For Location > Funding History'. The left navigation menu includes Overview, Location Information, Account History, Funding History (selected), Funding Accounts, Card Programs, Reporting Group, Notes, Tasks, and Manage Cards. The main content area displays 'Location Information' for '2001 - Store 1', including its family tree and reporting hierarchy. Below this, the 'Card Program' is set to 'Sample FI - Payroll 1'. A table shows one funding transaction:

i	Date / Time	Card Number	Type	Schedule	Amount	Fee	Total	Status
1	1/28/2007 5:22 PM	XXXXXXXX2011	Immediate L...	Immediate Load	\$250.00	\$7.00	\$257.00	Posted

View Card Programs for a Location

To view card programs for a location:

1. Use the desired search for location option to display the Location Information page.
2. Click Card Programs on the left menu. The Card Programs page appears listing all card programs that are offered and supported at this location.

Card Programs

The screenshot shows the 'Card Programs' page in the Visa Prepaid Administration Tool. The page title is 'Card Programs' and the breadcrumb is 'Home > Search For Location > Card Programs'. The left navigation menu is the same as in the previous screenshot, with 'Card Programs' selected. The main content area displays 'Location Information' for '2000 - Company A'. Below this, the 'Card Programs Currently Supported' section shows a table with one program:

Program Name	Promo Fee Tables	Fee Diversion
Sample FI - Payroll 1		Yes

View Reporting Group Information

To view reporting group information:

1. Use the desired search for location option to display the Location Information page.
2. Click Reporting Group on the left menu. The Reporting Group page appears displaying the name and level of the reporting group associated with the present location. Also, a list of all child locations associated with this location is displayed.

Reporting Group

Visa Prepaid Administration Tool

Sample FI - Payroll 1 SEARCH Home Help Sign Out

Manage... Card Sales

Reporting Group
Home > Search For Location > Reporting Group

▼ Overview

- Location Information
- Account History
- Funding History
- Funding Accounts
- Card Programs
- Reporting Group
- Notes
- ▼ Tasks
- Manage Cards

Location Information

Location Name: 2000 - Company A
Location's Family Tree: Sample Financial Institution > 1000 - Sample FI > 2000 - Company A
Reporting Hierarchy: Sample FI > Company A
Active Cards: 0

Card Program

Card Program: Sample FI - Payrol 1

Reporting Group Detail

Reporting Group Name: Company A
Reporting Level: 8222000

Reporting Groups of this Location's Children

Child Location	Reporting Group	Children	Cardholders
2001 - Store 1	Store 1	Yes	No
2002 - Store 2	Store 2	Yes	No

1

View and Add Location Notes

To view and add location notes:

1. Use the desired Search for Location option to display the Location Information page.
2. Click Notes on the left menu. The Notes page appears, displaying a list of all notes previously entered for this location.

Notes

The screenshot displays the 'Visa Prepaid Administration Tool' interface. At the top left is the VISA logo. The title 'Visa Prepaid Administration Tool' is centered at the top. Below the title is a search bar with a 'SEARCH' button and navigation links for 'Home', 'Help', and 'Sign Out'. The main navigation menu includes 'Manage...' and 'Card Sales'. The 'Notes' section is active, showing a breadcrumb trail: 'Home > Search For Location > Notes'. A left-hand sidebar contains a tree view with categories: 'Overview' (expanded), 'Location Information', 'Account History', 'Funding History', 'Funding Accounts', 'Card Programs', 'Reporting Group', 'Notes' (selected), 'Tasks', and 'Manage Cards'. The main content area is divided into two sections. The top section, 'Location Information', displays: 'Location Name: 2001 - Store 1', 'Location's Family Tree: Sample Financial Institution > 1000 - Sample FI > 2000 - Company A > 2001 - Store 1', 'Reporting Hierarchy: Sample FI > Company A > Store 1', and 'Active Cards: 0'. The bottom section, 'Notes', features a table with columns 'Date and Time', 'Action', 'Action By', and 'Details'. The table is currently empty, with the message 'There are no items to show in this view.' Below the table is an 'Add Notes' section with a text input field containing 'This is a note.' and a 'SUBMIT' button.

3. Enter your notes (text) in the Add Notes box.
4. Click Submit to record and save the note.

Search for Cardholders by Location

To search for cardholders by location:

1. Use the desired search for location option to display the Location Information page.
2. Click Manage Cards on the left menu. The Manage Cards page appears.

Manage Cards

The screenshot shows the 'Manage Cards' page in the Visa Prepaid Administration Tool. The page has a header with the Visa logo and the title 'Visa Prepaid Administration Tool'. Below the header is a navigation bar with 'Manage...' and 'Card Sales' tabs. The main content area is titled 'Manage Cards' and includes a breadcrumb trail: 'Home > Search For Location > Manage Cards'. On the left is a sidebar menu with options like 'Overview', 'Location Information', 'Account History', 'Funding History', 'Funding Accounts', 'Card Programs', 'Reporting Group', 'Notes', 'Tasks', and 'Manage Cards'. The main content area is divided into sections: 'Location Information' (Location Name: 2001 - Store 1, Location's Family Tree: Sample Financial Institution > 1000 - Sample FI > 2000 - Company A > 2001 - Store 1, Reporting Hierarchy: Sample FI > Company A > Store 1, Active Cards: 0), 'Card Program' (Card Program: Sample FI - Payroll 1), and 'Search Criteria' (Enter the Last Name or Card Number of the Cardholder, * Search for: black, SEARCH button). Below the search criteria is a table with columns 'Cardholder', 'Card Number', and 'Card Status'. The table contains one row: 'Cathy Black', 'N/A', and 'Card issued'. A page number '1' is visible at the bottom of the table.

Cardholder	Card Number	Card Status
Cathy Black	N/A	Card issued

3. Enter a last name or card number in the Search for field. Only the first two letters of the last name are required; however, the full card number is required.
4. Click Search.
5. Click the desired cardholder name to view the Account Information page for this cardholder.

Manage Users and Security Functions

Security Functions

Business Groups

Business groups are determined by your company's parameter settings. You may view, but not edit, business groups. Business groups are used to group locations within your company. You might group all of your locations together in one business group, you might create a separate business group for each location, or you might pick and choose individual locations to put in separate business groups.

When you add a PAT user, you specify one or two business groups to which the user has access. The user then has access within PAT to the card programs and reports for the locations that are associated with the business groups you specified.

NOTE: If a user is given access to two business groups, that user has the same access, based on the user's security roles, for all locations within those two business groups.

For example, if your company has locations in Colorado and Wyoming, you can group all of the locations in Colorado together as a business group. Or, you can define a more discrete structure by creating smaller business groups such as business groups by counties. You can create a business group for locations in Denver County and another business group for locations in Arapahoe County, and so on. You can also create another business group that includes all of the locations in Colorado. You can then give some users access to all locations in Colorado by assigning them the Colorado business group, but give some users access to fewer locations by assigning them to the Denver County business group.

Security Roles

Security roles are predetermined. You may view security roles; however, you may not edit them. Security roles determine the access users have to various functions within PAT. For example, based on a security role, a user may be denied access to Buyer Purchase History but allowed access to view Buyer Purchase History or to update Buyer Purchase History.

When you add a user, you may specify as many as three roles per user. If the access granted in one role for a specific function is greater than the access granted for that same function in another role, the user is granted the greater access.

For example, you may have a role that is intended for back-office personnel that grants update access to all Card Order functions, but only read access to all Instant Issue functions. Or you may have another role that is intended for a specific job function, for example teller, which grants update access to Instant Issue functions and no access to Card Order functions.

If you had a user who worked in the back office but occasionally worked as a teller, you could assign this user both of these roles. When this user accesses a Card Order function, the back-office role takes effect and the user has update access. When this user accesses an Instant Issue function, the teller role takes effect and the user has update access.

Each user's access is determined by a combination of business groups and security roles. For example, if a user with the back office role is assigned to the Denver business group, that person may only perform card order functions for locations within the Denver business group. However, if the user is assigned to both the Denver and Arapahoe business groups, the user can perform card order functions for locations within both business groups.

Manage User Accounts

If you have the appropriate authority, you can set up a new user, edit information for an existing user, delete a user, and reset a user's password.

When you add, edit, delete a user, or reset a user's password, you must follow these steps:

- The security administrator must verify the user's identity.
- The user must provide predetermined personal information which only that person knows. This is used for authentication/validation purposes in response to questions asked by the security administrator.

NOTE: This personal information is not stored in the PAT system. You must verify this information using other resources.

Add Users

Before you add a user, you must decide which business groups and roles you will assign to the user. This is based on the user's job functions and location.

If a user does not access PAT for 400 consecutive days, the system automatically deletes that user ID.

Reset User Passwords

To reset a user's password, you must assign a temporary password for that user. Once the user has successfully logged into the system with the temporary password, the system prompts the user to change the temporary password and create a personalized password.

IMPORTANT: Be sure to follow your company's security procedures for distributing passwords to associates.

View Business Groups

To view business groups:

1. Select Manage > Security Functions
2. Select Business Groups from the left navigation panel

View Business Groups

The screenshot displays the 'View Business Groups' page in the Visa Prepaid Administration Tool. The interface includes a top navigation bar with the VISA logo, the title 'Visa Prepaid Administration Tool', and a search bar. Below the navigation bar, there are tabs for 'Manage...' and 'Card Sales'. The main content area shows a breadcrumb trail: 'Home > Security Functions > View Business Groups'. On the left, there is a navigation menu with 'Overview', 'Business Groups', and 'Roles'. The main content area contains a section titled 'Business Groups:' with a description: 'Business Groups allow you to provide users access to multiple locations.' Below this is a table with two columns: 'Business Group' and 'Member Locations'. The table contains one row with the value 'BG Company A' in the 'Business Group' column. A page number '1' is visible at the bottom center of the table area.

Business Group	Member Locations
BG Company A	

View Security Roles

To view security roles:

1. Select Manage > Security Functions.
2. Select Roles from the left navigation panel to display the Search Roles page.
3. Click Search.

Search Roles


The screenshot displays the 'Search Roles' page in the Visa Prepaid Administration Tool. The page header includes the VISA logo and the title 'Visa Prepaid Administration Tool'. Below the header, there is a search bar and navigation links for Home, Help, and Sign Out. The main content area shows a table of roles with the following data:

Role ID	Role Description	Available To	Users
25	PAT Cert Sample FI Clerk	Sample Financial Institution	2
26	PAT Cert Sample FI	Sample Financial Institution	3

A '1' is displayed at the bottom of the table, likely representing the total number of roles found.

4. Click the desired Role Description link to view the functions this role is allowed to access.

View Role Detail



Visa Prepaid Administration Tool

Sample FI

SEARCH
Home
Help
Sign Out

Manage...
Card Sales

View Role Detail

Home > Security Functions > Search Roles > View Role

- ▼ Overview
- Business Groups
- Roles
- Role Detail

Role is available to: Sample Financial Institution

Role Id: 26
Role Type: PAT Role
Role Name: PAT Cert Sample FI

▼ Card Order Functions

Access	Description	Function ID	Allowed Rights
Update	Mail Order	49	N/U
Read	Inventory Control Management Access	118	N/R
Update	Inventory Control Stock Summary	119	N/R/U
Update	Inventory Control Order Queue	120	N/R/U
Update	Inventory Control New Order	121	N/U
Update	Inventory Control Existing Order	122	N/R/U
Update	Inventory Control Approve Order	123	N/U
Update	Inventory Control Reject Order	124	N/U
Update	Inventory Control Receive Order	125	N/U
Update	Inventory Control Transfer Cards	126	N/U
Update	Inventory Control Stale Cards	127	N/R/U
Update	Inventory Control Damage Cards	128	N/R/U
Update	Inventory Control Location Settings	130	N/R/U
None	Inventory Control Stock Detail Listing	132	N/U
Update	Bulk Upload Queue	181	N/R/U
Update	Bulk Card Add Upload	182	N/U
None	Submit notes	203	N/R/U
Update	Activate Bulk Order - Upload	241	N/U

▼ Instant Issue Functions

Access	Description	Function ID	Allowed Rights
Update	Instant Issue	13	N/U

Add a New User

To add a new user:

1. Select Manage > Users.
2. Select Add User from the left menu.
3. Enter the desired User ID for this user (eight-character maximum). The suggested format for the user ID is "pat" and your location number followed by some form of the user's name. For example: pat562.csmith
4. Enter an Effective Date of activation for this user (optional).
5. Enter a Termination Date for this user ID. This is the date in the future when the user ID will be disabled. You might use this with contract or temporary associates (optional).
6. Enter an initial password for the user, and then retype the password in the Confirm Initial Password field.
 - Passwords are case sensitive and must be at least seven characters. The password must contain both alpha and numeric characters. The user will be prompted to change this password during the first log in.
7. Enter the user name information in these fields:
 - First name
 - Middle initial
 - Last name
 - Suffix
8. Enter the user's contact information in the appropriate fields (optional).
9. To duplicate the access profile of a current user for the user you are adding, select the desired user in the drop-down that is labeled Add Similar Rights As.

When you select a user in this field, it populates the subsequent fields (Default Location, Group 1, Group 2, Default Role, Role 2, Role 3) that apply to the "source" user. To change any one of these defaults, simply change the displayed value per the instructions below.

- Select a Default Location for this new user. This location appears by default in all location drop-down lists.
- Select a Business Group 1 and Business Group 2 for this new user. These selections control which locations and card programs this user may access.
- Select a Default Role for this new user (access to various screens and information is associated with this role).
- If required, select a Role 2 and Role 3 to expand this user's access.

NOTE: If the access granted in one role is greater than the access included in another, the user is granted the greater access.

Add User

The screenshot shows the 'Add User' form in the Visa Prepaid Administration Tool. The form is divided into several sections:

- User ID Record:** Includes fields for User Type (General), * User ID (pat562), Effective Date, Termination Date, * Initial Password, and * Confirm Password.
- Country Information:** Includes * Country of Residence (United States - USA).
- Contact Information:** Includes * First Name, MI, * Last Name, Suffix, Address Line 1, Address Line 2, City, State/Province, Postal Code, Phone, and Email Address.
- User Access:** Includes Add Similar Rights As, Default Location, Business Groups (Group 1 and Group 2), and Roles (Default Role, Role 2, Role 3).

At the bottom right of the form, there are two buttons: **RESET** and **SUBMIT**.

10. Click Submit to add this user to the system.
11. Click Reset to delete all the information entered and start over.

Edit User Information

To edit user information:

1. Select Manage > Users. The Search Users page appears.

Users > Search

The screenshot shows the 'Search Criteria' section of the Visa Prepaid Administration Tool. The search criteria are as follows:

- User ID: pat822.sampleA
- Role: PAT Cert Sample FI
- Default Location: 2000 - Company A
- Business Group: BG Company A

Additional filters include a note: 'Minimum Required for Search is first six characters - period - two characters (pat###.xx)'. There are 'CLEAR' and 'SEARCH' buttons.

User ID	Default Location	Business Group 1	Business Group 2	Default Role	Role 2	Role 3
pat822.sampleA	2000 - Company A	BG Company A		PAT Cert Sample FI		

At the bottom of the table, there is a '1' indicating one result and a 'DELETE' button.

2. Enter the user ID in the User ID field (Optional).
3. Select a Role to search all users with the same role (Optional).
4. Select a Default Location to find all users with the same default location (Optional).
5. Select a Business Group to find all users belonging to a specific business group (Optional).
6. Click Search. User IDs matching the search criteria appear.
7. Click the desired User ID link to display the Edit User page.
8. Revise information on the Edit User page as necessary.

Edit User

The screenshot displays the 'Edit User' interface within the Visa Prepaid Administration Tool. The page title is 'Manage Users' and the breadcrumb trail is 'Home > Users > Search > Edit User'. A left-hand navigation menu includes 'Search', 'Edit User', 'Add User', and 'Password Reset'. The main form is divided into several sections:

- User ID Record:** Issuer: Sample Financial Institution; User ID: pat822.sampleA; First Name: Cathy; Middle Initial: []; Last Name: Black; Suffix: []; Effective Date: 01 - 01 - 2000; Termination Date: 12 - 31 - 2099; Application User Mode: PAT.
- Contact Information:** Address Line 1, Address Line 2, City, State (dropdown), ZIP Code, Email Address, and Phone.
- User Access:** Add Similar Rights As (dropdown); Default Location: 2000 - Company A (dropdown); Business Groups: All Card programs that are available to a Location in a Business group will be available to the User. * Group 1: BG Company A (dropdown); Group 2: - Select - (dropdown); Roles: Security Access of All Selected Roles will be Merged. If Access to one security function is higher in one role than another then the highest access will be granted. Default Role: PAT Cert Sample FI (dropdown); Role 2: - Select - (dropdown); Role 3: - Select - (dropdown).

At the bottom right of the form are 'RESET' and 'SUBMIT' buttons.

9. Click Submit to enter your updates into the user file.
10. Click Reset to delete the information entered and restore the original values for this user.

Delete a User

System access must be suspended for anyone on a leave of absence. Accounts belonging to terminated associates must be disabled. To delete a user:

1. Select Manage > Users. The Search Users page appears.
2. Enter the user ID in the User ID field (Optional).
3. Select a Role to search all users with the same role (Optional).
4. Select a Default Location to find all users with the same default location (Optional).
5. Select a Business Group to find all users in a specific business group (Optional).
6. Click Search. User IDs matching the search criteria appear.
7. Highlight the row containing the user you wish to delete and click Delete.
8. Confirm the deletion when prompted.

Reset a User Password

To reset a user's password:

1. Select Manage > Users.
2. Select Password Reset from the left menu.
3. Enter the user ID whose password you intend to change in the User ID field (Optional).
4. Enter the role of the user whose password you intend to change in the User ID field (Optional).
5. Enter the default location of the user whose password you intend to change in the User ID field (Optional).
6. Enter the business group of the user whose password you intend to change in the User ID field (Optional).
7. Click Search. User IDs matching the search criteria appear on the Password Reset page.
8. Enter the temporary reset password in the New Password field.

NOTE: Passwords are case sensitive and must be a minimum of seven characters long. Passwords must contain both alpha and numeric characters and cannot have been used by the current User ID within the last 12 months.

9. Re-enter the temporary reset password in the Confirm New Password field.

Password Reset

Visa Prepaid Administration Tool

Sample FI :: Home :: Help :: Sign Out

Manage... Card Sales

Password Reset

Home > Users > Password Reset

Tasks

- Search
- Add User
- Password Reset

Search Criteria

Additional Filters

User ID: Minimum Required for Search is first six characters - period - two characters (pat##.xx).

Role:

Default Location:

Business Group:

Note: Passwords must be at least 7 characters and contain both alphabetic and numeric characters and cannot be one that has been used in the last 12 months.

User ID	Default Location	Default Role	New Password	Confirm New Password
pat822.sampleA	2000 - Company A	PAT Cer: Sample FI	*****	*****

1

10. Click Submit. The temporary reset password is accepted.

PAT Reports

The following PAT reports provide information about your cardholders:

Report Title	Description
Detached Employees Report	This report provides a list of employees who have left the company (detached) and are no longer on the Employer Account. The report shows that this employee has been moved from a specific location to another location exclusively for detached employees.
Funding Activity Payroll and Commercial Report	This report provides a detailed accounting of funding activity associated with payroll cards.
New Cardholder Accounts Added Report	This report lists new cardholders that have been added (processed) through the bulk upload option. The primary use for this report is to obtain the account number and RTN so that direct deposit can be set up for the enrolled employee.
Order Summary and Detail Report	This report provides a summary and detail information regarding the inventory control card orders.
Card Order Detail Report	This report provides a detailed listing of all the cards within a single card order as identified by the entry of the Order Confirmation number.
Card Status Detail Report	This report provides a detail listing of cards that were assigned a specific card status on a specific date. This report is primarily used for audit purposes after a user has assigned a status of stale, damaged, or destroyed to a large number of cards.
Denied Card Orders Report	This report lists bulk card add uploads that were not submitted because the associated accounts were previously closed for fraud.
Pending Card Orders Report	This report lists bulk card add requests loaded through the bulk upload option that were not submitted due to a pending fraud case.
Stock Summary Report	This report displays summary inventory levels based on user selections.

Access PAT Reports

To access PAT reports:

1. Select Reports on the main menu.
2. Select a Card Program (if not already selected). A list of the reports you can run, along with a description of each, appears.

Reports

Report Name	Description
Detached Employees	Provides a list of Payroll cardholders who have been detached from an Employer.
Funding Activity Payroll and Commercial	Provides a list of card funding activity for Payroll and Commercial cards.
New Cardholder Accounts Added	Provides a list of New Cardholder Accounts, including the information needed to set up direct deposit.
Payroll Cardholder List	Provides a list of all cardholders associated with a Payroll Account or Employer.

3. Click the name of the report you want to run.
4. Enter the data ranges and any other parameters for the report, if required.

Issuer: Card Program:

Request Type: From Date:

To Date:

April, 2007

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today is Friday, April 27, 2007

5. Click View Report.

Sample Report

Issuer: <input type="text" value="Sample Financial Institution"/>	Card Program: <input type="text" value="Sample FI - Program 1"/>	<input type="button" value="View Report"/>
Request Type: <input type="text" value="Outstanding"/>	From Date: <input type="text" value="4/26/2007"/>	
To Date: <input type="text" value="4/27/2007"/>		

1 of 1	100%	Find Next	Select a format	Export
--------	------	-------------	-----------------	--------



Cardholder Requests

Outstanding

Report Data

Client: PRC822 - Sample Financial Institution

Card Program: Sample FI - Program 1

Date Range: 04-26-2007 through 04-27-2007

Run Date: 04-27-2007 16:43:54

Page: 1 of 1

Request Type	Received	Card Number	Card Status	Registration	Cardholder Name/Address	Phone Number
Card unload	04-27-2007 15:14:35	4000 1234 5678 9010	Active	Registered	Carolyn Harris 1144 Main Street Denver, CO 80123	303-888-4411
Card unload	04-27-2007 15:13:48	4000 1234 5678 9011	Active	Registered	James Smith 123 Main St Denver, CO 80123	

Total Records: 2

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Visa programs.
 This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Visa.
 © Copyright 2006 - 2007, Visa U.S.A. Inc. All rights reserved.

6. To print a copy of the report, click the printer icon above the Report Data.

Export PAT Reports

To export PAT reports:

1. Access the report that you want to export.
2. Select a format from the dropdown menu. Valid formats are:
 - Extensible Markup Language (.xml)
 - Comma Separated Value (.csv)
 - Tagged Image File Format (.tif)
 - Adobe Acrobat (.pdf)
 - Excel (.xls)

Export Options

The screenshot shows a web interface for generating and exporting reports. At the top, there are filters for Issuer (Sample Financial Institution), Card Program (Sample FI - Program 1), Request Type (Outstanding), From Date (4/26/2007), and To Date (4/27/2007). A 'View Report' button is on the right. Below the filters is a toolbar with navigation icons, a '1 of 1' indicator, a '100%' zoom level, a search box, and a 'Select a format' dropdown menu. The main content area displays the Visa logo, the title 'Cardholder Requests Outstanding', and a 'Report Data' sidebar with details like Client (PRC822 - Sample Financial Institution), Card Program, Date Range, Run Date, and Page (1 of 1). Below this is a table with 7 columns: Request Type, Received, Card Number, Card Status, Registration, Cardholder Name/Address, and Phone Number. The table contains two rows of card unload requests. At the bottom, it shows 'Total Records: 2' and a confidentiality disclaimer.

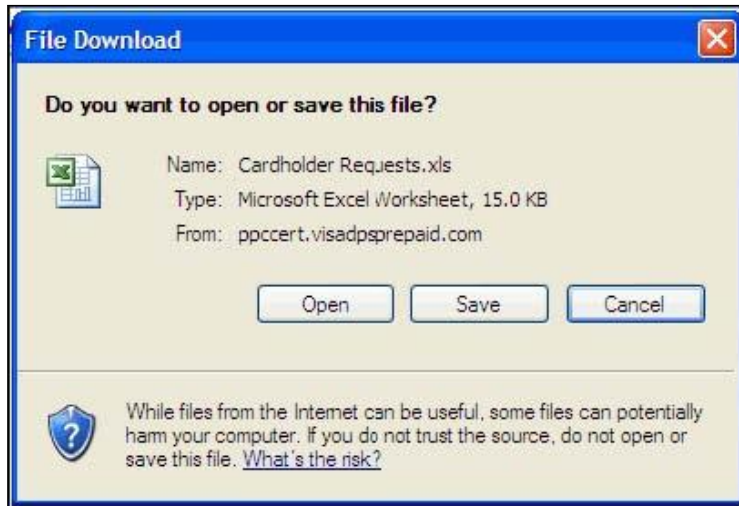
Request Type	Received	Card Number	Card Status	Registration	Cardholder Name/Address	Phone Number
Card unload	04-27-2007 15:14:35	4000 1234 5678 9010	Active	Registered	Carolyn Harris 1144 Main Street Denver, CO 80123	303-888-4411
Card unload	04-27-2007 15:13:48	4000 1234 5678 9011		Registered	James Smith 123 Main St Denver, CO 80123	

Total Records: 2

The information furnished herein is CONFIDENTIAL and is to be used solely for the support of Visa programs. This information shall not be duplicated, published, or disclosed in whole, or in part, without the prior written permission of Visa. © Copyright 2006 - 2007, Visa U.S.A. Inc. All rights reserved.

3. Click Export. The download dialog box appears.

File Download Dialog Box



4. Choose one of these options:

- Click Open to open the report in the application you have selected.
- Click Save to save the file.

NOTE: If you would like to run another report, be sure to close all of the report windows before proceeding.