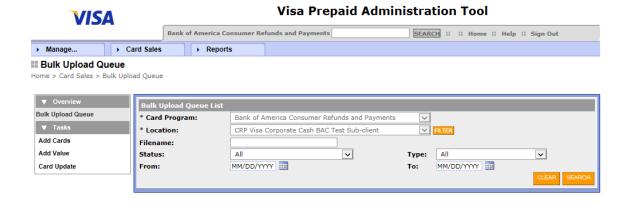# Bulk Upload Process Steps for Assigning/Issuing Instant Issue Cards

Access the Bulk Upload option:

From the Main Menu, click on Card Sales > Bulk Upload

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments | SEARCH :: Change Password :: Help :: Sign Out

▸ Manage...   ▸ Card Sales   ▸ Reports

Welcome to the Visa Prepaid Administration Tool.

NOTE: This is a restricted system and is for the expressed use by authorized personnel only.

Unauthorized attempts to defeat or circumvent security features, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation are prohibited and may result in civil liability and/or criminal penalties.

The system may be monitored and by accessing this system, you are expressly consenting to these activities performed by authorized staff, which may provide the information to appropriate company personnel and/or law enforcement officials.

At the Bulk Upload screen, choose Card Update under the Tasks options on the left toolbar:

VISA   **Visa Prepaid Administration Tool**

Bank of America Consumer Refunds and Payments [ ] 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 List

* Card Program:	Bank of America Consumer Refunds and Payments ▼	
* Location:	CRP Visa Corporate Cash BAC Test Sub-client ▼	FILTER
Filename:	[ ]	
Status:	All ▼	Type: All ▼
From:	MM/DD/YYYY 📅	To: MM/DD/YYYY 📅
		CLEAR SEARCH

The fields below will default (be grayed out) to the appropriate options for your program. You will not need to enter a Promotion Code. Click the orange Continue button (lower right of screen).

VISA   **Visa Prepaid Administration Tool**

| Bank of America Consumer Refunds and Payments | | SEARCH :: Home :: Security & Preferences :: Help :: Sign Out |

| ▸ Manage... | ▸ Card Sales | ▸ Reports |

▦ Bulk Card Update Info

Home > Card Sales > Bulk Card Update Info

| ▾ Overview |
| Bulk Upload Queue |
| ▾ Tasks |
| Add Cards |
| Add Value |
| Card Update |

Card Information

| * Card Program: | Bank of America Consumer Refunds and Payments ▾ |
| * Location: | CRP Visa Corporate Cash BAC Test Sub-client ▾ | FILTER |

Card Funding Source

| * Funding Source: | Company Account ending in 6789 ▾ | ⓘ |
| Promotion Code: | |

CANCEL   CONTINUE

This is the next screen in the process. It is at this screen that you will upload your file.

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments | SEARCH   ::   :: Home :: Help :: Sign Out

▸ Manage...   ▸ Card Sales   ▸ Reports

:: Bulk Upload Add Cards

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

| ▼ Overview |
| Bulk Upload Queue |
| ▼ Tasks |
| Add Cards |
| Upload File |
| Add Value |
| Card Update |

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: [   ] Browse...

BACK   CANCEL   SUBMIT

Program Information
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Powered by Visa Debit Processing Service

At this screen, you can also pull both the Field Requirements and Excel Sample for your file. It is recommended that you pull a new Excel Sample every time you create a new file. Below are helpful tips when creating your file:

- When using the bulk upload file, our recommendation is to create and format the file in Excel using the sample, save in Excel, and then save in CSV format (which is the format in which you would upload the file in the PAT system).
- If you need to make any changes or correct errors in the file, always go back to the Excel version, make the changes, save as Excel, and then save as CSV. This helps keep the formatting correct between Excel and CSV.
- If you have any data fields with a leading zero (i.e. zip code or SSN), format those fields in Excel as "Custom" and enter the number of zeroes applicable in the "Type" field (for example for zip code enter 00000 in the "Type" field and for SSN enter 000000000 in the "Type" field). This will format these fields correctly and retain the leading zero when saving in CSV format. Please note that when viewing the CSV file the format may not appear to have been retained, but it has.
- Actual field lengths for address and city may not match the specs that are published on the PAT system. For example, Address Line 1 and 2 fields are limited to 30

characters/spaces and the City field is limited to 19 characters/spaces. In addition, Address Line 3 is not currently available for use by BofA Prepaid card clients.

- USA must be used in the Cardholder Country Code field.
- Card Value field (if used) must be formatted as a Number with 2 decimal places
- Depending on your program type and configuration, the following fields will generally be required fields: Cardholder First Name, Cardholder Last Name, Cardholder Address, Cardholder City, State, Postal Code (5 or 9 numbers, no dashes), Cardholder Country Code (USA), Cardholder Phone Number (no dashes), Cardholder Phone Type. Some program types (i.e. CashPay and Govt disbursement type programs) may require date of birth, Govt ID type, Govt ID (SSN) and Govt ID Country. Note: For instant issue cards, it is recommended that you use the Proxy ID field as your card identifier. The Proxy ID can be found in the envelope window or on the Card Order Detail report in PAT– it is the 19 digit number beginning with 9 leading zeroes.

Click the Browse button to display your desktop. Choose the CSV version of the file you have created. Once the file name is populated in the box shown below, you would click the Submit button to submit the file. Please note that the initial submission here starts the edit check process to make sure that there are no errors with content or formatting of your file.

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments | SEARCH | :: :: Home :: Help :: Sign Out

| ▶ Manage... | ▶ Card Sales | ▶ Reports |

▌**Bulk Upload Add Cards**

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

▼ Overview
Bulk Upload Queue
▼ Tasks
Add Cards
Upload File
Add Value
Card Update

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: L:\Client Implementation Folders\Pre-P   [Browse...]

[BACK] [CANCEL] [SUBMIT]

You should receive the message below in red after uploading the file.

Within a few minutes (or longer if your file is large), you should return to the Bulk Upload Queue (by clicking the Search button) to check the status of the file. Clicking Search will take you to the next screen which will list out the file that you uploaded.
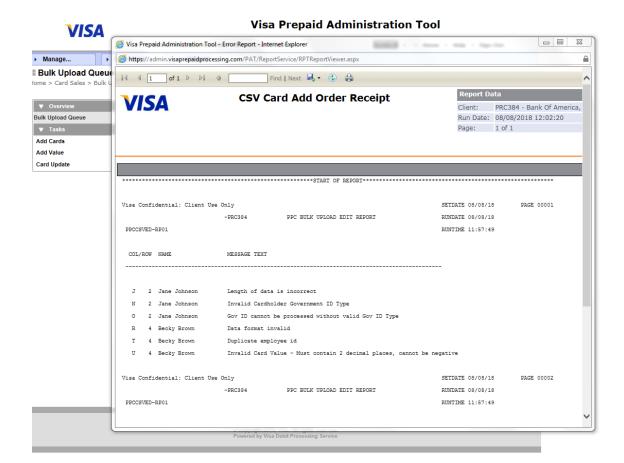
As shown below, the file in this example is in a Rejected status and requires that you take action by clicking on View Errors (under Action).

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments | SEARCH | :: :: Home :: Help :: Sign Out

| Manage... | ▶ Card Sales | ▶ Reports |

Bulk Upload Queue

ome > Card Sales > Bulk Upload Queue

▼ Overview
Bulk Upload Queue

▼ Tasks
Add Cards
Add Value
Card Update

Bulk Upload Queue List

* Card Program:	Bank of America Consumer Refunds and Payments
* Location:	CRP Visa Corporate Cash BAC Test Sub-client	FILTER
Filename:	
Status:	All	Type:	All
From:	MM/DD/YYYY	To:	MM/DD/YYYY

CLEAR SEARCH

	Filename	Date/Time (M/D/Y)	Type	Submitted By	Status	Action
☐	TEST CSV Bulk Card Add File v1.csv	08/08/2018 11:56:47	Card Add	pat384.testrwk5	Rejected	View Errors

1

REFRESH DELETE

The Error Report will appear as depicted below (be sure that you have pop up blockers turned off, or you will not be able to view the Error Report). The Error Report details the errors that you have on the file. In this example, there are several errors on 2 of the card recipients within the file:

1) For Jane Johnson, line 2, column J – the leading zero has dropped from the zip code. Per the helpful tips, zip codes with a leading zero must be formatted in a custom manner to retain the leading zero.
2) For Jane Johnson, line 2, column N – An invalid code was used for Cardholder Government ID Type. This would need to be corrected with a valid code from the specs document.
3) Related to #2 above. Once #2 is corrected, this error would be corrected.
4) For Becky Brown, line 4, column R – Date of Birth is in the wrong format. The proper format is yyyymmdd. This would need to be corrected.
5) For Becky Brown, line 4, column T – Employee ID is a duplicate ID for another person on the file. You would need to provide a unique Employee ID for Becky Brown.
6) For Becky Brown, line 4, column U – the card value is invalid. Card value fields must be formatted as a Number with 2 decimal places. Formatting of this field would need to be corrected.

Going back to your original Excel version of the file, you would need to correct each error, save as Excel under a different name (i.e. change version on the file name, "v2"), save as CSV format, and re-upload the entire CSV file again.

Re-uploading the file works in the same manner as before:

At the Bulk Upload screen, choose Card Update from the Tasks options on the left:

These fields will default (be grayed out) to the appropriate options for your program. You will not need to enter a Promotion Code. Click the Continue button.

Visa Prepaid Administration Tool

VISA

Bank of America Consumer Refunds and Payments

SEARCH :: Home :: Security & Preferences :: Help :: Sign Out

| ▸ Manage... | ▸ Card Sales | ▸ Reports |

▦ Bulk Card Update Info
Home > Card Sales > Bulk Card Update Info

| ▼ Overview |
| Bulk Upload Queue |
| ▼ Tasks |
| Add Cards |
| Add Value |
| Card Update |

Card Information

* Card Program: Bank of America Consumer Refunds and Payments

* Location: CRP Visa Corporate Cash BAC Test Sub-client   FILTER

Card Funding Source

* Funding Source: Company Account ending in 6789 ℹ️

Promotion Code:

CANCEL   CONTINUE

This is the next screen in the process. It is at this screen that you will upload your file.

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments [   ] SEARCH :: :: Home :: Help :: Sign Out

| ▶ Manage... | ▶ Card Sales | ▶ Reports |

Bulk Upload Add Cards

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

▼ Overview
Bulk Upload Queue
▼ Tasks
Add Cards
Upload File
Add Value
Card Update

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: [   ] Browse...

BACK   CANCEL   SUBMIT

Click the Browse button to display your desktop. Choose the CSV version of the file you have created. Once the file name is populated in the box shown below, you would click the Submit button to submit the file. Please note that the initial submission here starts the edit check process to make sure that there are no errors with content or formatting of your file.

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments   SEARCH :: ::   Home :: Help :: Sign Out

▸ Manage...   ▸ Card Sales   ▸ Reports

▌**Bulk Upload Add Cards**

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

▼ Overview
Bulk Upload Queue
▼ Tasks
Add Cards
Upload File
Add Value
Card Update

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: L:\Client Implementation Folders\Pre-P   Browse...

    BACK   CANCEL   SUBMIT

You should receive the message below in red after uploading the file.

Visa Prepaid Administration Tool

VISA

| Bank of America Consumer Refunds and Payments | | SEARCH | :: Home :: Security & Preferences :: Help :: Sign Out |

| ▶ Manage... | ▶ Card Sales | ▶ Reports |

Bulk Upload Queue   **Card order successfully uploaded.**

Home > Card Sales > Bulk Upload Queue

| ▼ Overview |
| Bulk Upload Queue |
| ▼ Tasks |
| Add Cards |
| Add Value |
| Card Update |

Bulk Upload Queue List

* Card Program:	Bank of America Consumer Refunds and Payments ▼	
* Location:	CRP Visa Corporate Cash BAC Test Sub-client ▼	FILTER
Filename:		
Status:	All ▼	Type:	All ▼
From:	MM/DD/YYYY 📅	To:	MM/DD/YYYY 📅
			CLEAR	SEARCH

Clicking Search will take you to the next screen (Bulk Upload Queue – depicted below) which will list out the old file (with errors) and the new file that you just uploaded. The file may take a few moments to run through the edit check process and will be in a Registered status until the process is complete.
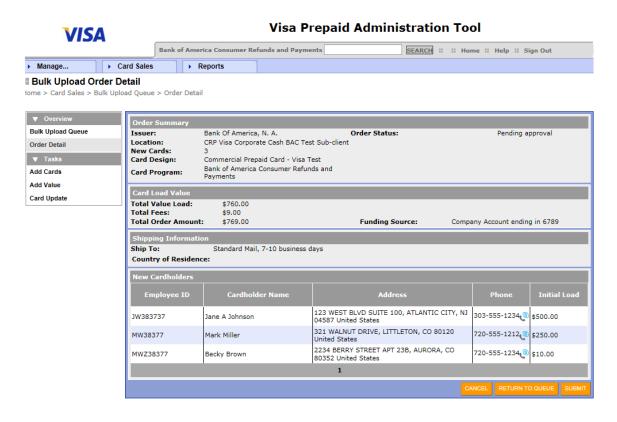
Clicking on the Refresh button will refresh the screen and give an updated status once the file is processed. You will see below that the file has now changed Status to Pending approval and the Action has changed to Review and Submit.

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments   [SEARCH]   :: :: Home :: Help :: Sign Out

▸ Manage...   ▸ Card Sales   ▸ Reports

▌ Bulk Upload Queue

Iome > Card Sales > Bulk Upload Queue

▼ Overview	**Bulk Upload Queue List**
Bulk Upload Queue	
▼ Tasks	
Add Cards	
Add Value	
Card Update	

Bulk Upload Queue List

* Card Program:	Bank of America Consumer Refunds and Payments ⌄
* Location:	CRP Visa Corporate Cash BAC Test Sub-client ⌄ [FILTER]
Filename:	
Status:	All ⌄ Type:	All ⌄
From:	MM/DD/YYYY 📅 To:	MM/DD/YYYY 📅

[CLEAR] [SEARCH]

	Filename	Date/Time (M/D/Y)	Type	Submitted By	Status	Action
☐	TEST CSV Bulk Card Add File v3.csv	08/08/2018 12:36:46	Card Add	pat384.testrwk5	Pending approval	Review and Submit
☐	TEST CSV Bulk Card Add File v1.csv	08/08/2018 11:56:47	Card Add	pat384.testrwk5	Rejected	View Errors
			1			

[REFRESH] [DELETE]

Review and Submit as the Action means that the file has successfully passed the edit checks. You will need to click on Review and Submit to complete the next step in the process. Clicking on Review and Submit will give you the opportunity to review the contents of the file and to check the amount that will be loaded to each card and in total (if applicable – if you are loading funds to the cards during this initial order).

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments [   ] SEARCH :: :: 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:	Bank Of America, N. A.	Order Status:	Pending approval
Location:	CRP Visa Corporate Cash BAC Test Sub-client		
New Cards:	3		
Card Design:	Commercial Prepaid Card - Visa Test		
Card Program:	Bank of America Consumer Refunds and Payments		

Card Load Value

Total Value Load:	$760.00		
Total Fees:	$9.00		
Total Order Amount:	$769.00	Funding Source:	Company Account ending in 6789

Shipping Information

| Ship To: | Standard Mail, 7-10 business days |
| Country of Residence: | |

New Cardholders

Employee ID	Cardholder Name	Address	Phone	Initial Load
JW383737	Jane A Johnson	123 WEST BLVD SUITE 100, ATLANTIC CITY, NJ 04587 United States	303-555-1234	$500.00
MW38377	Mark Miller	321 WALNUT DRIVE, LITTLETON, CO 80120 United States	720-555-1212	$250.00
MWZ38377	Becky Brown	2234 BERRY STREET APT 23B, AURORA, CO 80352 United States	720-555-1234	$10.00

1

CANCEL   RETURN TO QUEUE   SUBMIT

Once you have reviewed this screen and you agree with the contents, you will click on Submit. You will receive the message below asking if you are sure you want to submit the order. Click OK if you are ready to submit the order; click Cancel if not.
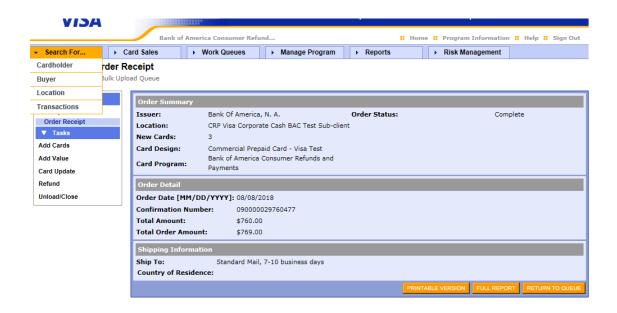

If you clicked OK in the prior step, you will receive the confirmation message shown in red below:

Within a few minutes or longer, the file will process and your Status and Action will change again as depicted below.

If you click on View Receipt, you will see the details of the file. At the bottom of this screen, you can click the Full Report button and a New Cardholder Accounts Added report will be created for you to view.

This New Cardholder Accounts Added report provides detail information like Cardholder Name, Employee ID, RTN, Account Number, Card Number, and Proxy ID for each card that was ordered during this upload process. This report can be downloaded into several file format types.

VISA

New Cardholder Accounts Added

Provides a list of New Cardholder Accounts, including the information needed to set up direct deposit.

Report Data

Client:	PRC384 - Bank Of America, N. A.
Card Program:	Bank of America Consumer Refunds and Payments
Location:	CRP Visa Corporate Cash BAC Test Sub-client
Report Output:	Display selected location only
Date Range:	08/08/2018 through 08/08/2018
Run Date:	08/08/2018 13:04:36
Page:	1 of 1

Location	Date Account Added	Cardholder Name	Employee ID	Government ID	RTN	Account Number	Card Number	Card Status	Card Number Proxy ID
'CRP Visa Corporate Cash BAC Test Sub-client	'08/08/2018 12:54:57	'Brown Becky	'MWZ38377	'	'051000101	'5150000048317	'4147955009818106	'Card Issued	'0000000000390773350
'CRP Visa Corporate Cash BAC Test Sub-client	'08/08/2018 12:54:57	'Johnson Jane A	'JW383737	'545231234	'051000101	'5150000018268	'4147955009863748	'Card Issued	'0000000000390773314
'CRP Visa Corporate Cash BAC Test Sub-client	'08/08/2018 12:54:57	'Miller Mark	'MW38377	'	'051000101	'5150000033849	'4147955009885006	'Card Issued	'0000000000390773332

Total Records : 3