

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

The screenshot shows the top section of the Visa Prepaid Administration Tool. On the left is the VISA logo. To its right is the title "Visa Prepaid Administration Tool". Below the title is a search bar containing the text "Bank of America Consumer Refunds and Payments" and a "SEARCH" button. To the right of the search bar are links for "Change Password", "Help", and "Sign Out". Below this is a navigation menu with three items: "Manage...", "Card Sales", and "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.

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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 :: 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

Filename:

Status: All

Type: All

From: MM/DD/YYYY

To: MM/DD/YYYY

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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).

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 'Manage...', 'Card Sales', and 'Reports' tabs. A search bar and utility links (Home, Security & Preferences, Help, Sign Out) are also present. The main content area is titled 'Bulk Card Update Info' with a breadcrumb trail 'Home > Card Sales > Bulk Card Update Info'. On the left is a sidebar menu with 'Overview', '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 contains two dropdown menus: '* Card Program:' (set to 'Bank of America Consumer Refunds and Payments') and '* Location:' (set to 'CRP Visa Corporate Cash BAC Test Sub-client'), with a 'FILTER' button to the right. The 'Card Funding Source' section contains a dropdown menu for '* Funding Source:' (set to 'Company Account ending in 6789') and a 'Promotion Code:' text input field. At the bottom right of the form are two buttons: 'CANCEL' and 'CONTINUE'.

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

Card Funding Source	
* Funding Source:	Company Account ending in 6789
Promotion Code:	

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

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 'Manage...', 'Card Sales', and 'Reports' tabs. A search bar contains 'Bank of America Consumer Refunds and Payments' and a 'SEARCH' button. Utility links for 'Home', 'Help', and 'Sign Out' are on the right. The main content area is titled 'Bulk Upload Add Cards' with a breadcrumb trail: 'Home > Card Sales > Bulk Upload Add Cards > Upload File'. A left-hand navigation menu includes 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Upload File', 'Add Value', and 'Card Update'. The 'Upload File' section is active, showing a 'Card Information' box. This box contains the text: 'The CSV file must comply with our [Field Requirements](#). You may download an [Excel Sample](#) to correctly generate a CSV file.' Below this is a label '*CSV File to Upload:' followed by an empty text input field and a 'Browse...' button. At the bottom right of the box are three buttons: 'BACK', 'CANCEL', and 'SUBMIT'.

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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.

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 'Bank of America Consumer Refunds and Payments' and a search box. A secondary navigation bar contains 'Manage...', 'Card Sales', and 'Reports'. The main content area is titled 'Bulk Upload Add Cards' with a breadcrumb trail: 'Home > Card Sales > Bulk Upload Add Cards > Upload File'. On the left is a sidebar menu with 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Upload File', 'Add Value', and 'Card Update'. The main content area is titled 'Card Information' and contains the text: 'The CSV file must comply with our [Field Requirements](#). You may download an [Excel Sample](#) to correctly generate a CSV file.' Below this is a label '*CSV File to Upload:' followed by a text input field containing 'L:\Client Implementation Folders\Pre-P' and a 'Browse...' button. At the bottom right of this section are three buttons: 'BACK', 'CANCEL', and 'SUBMIT'.

[Program Information](#)

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

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 'Manage...', 'Card Sales', and 'Reports' tabs. A search bar contains 'Bank of America Consumer Refunds and Payments' and a 'SEARCH' button. Utility links for 'Home', 'Security & Preferences', 'Help', and 'Sign Out' are on the right. A red message states 'Card order successfully uploaded.' Below the message is a breadcrumb trail: 'Home > Card Sales > Bulk Upload Queue'. On the left is a sidebar with 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Add Value', and 'Card Update'. The main content area is titled 'Bulk Upload Queue List' and contains a form with the following fields: '* Card Program:' (Bank of America Consumer Refunds and Payments), '* Location:' (CRP Visa Corporate Cash BAC Test Sub-client), 'Filename:' (empty), 'Status:' (All), 'Type:' (All), 'From:' (MM/DD/YYYY), and 'To:' (MM/DD/YYYY). 'FILTER', 'CLEAR', and 'SEARCH' buttons are also present.

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).

The screenshot displays the Visa Prepaid Administration Tool interface. At the top, there is a navigation bar with the Visa logo and the title "Visa Prepaid Administration Tool". Below this, a search bar contains the text "Bank of America Consumer Refunds and Payments" and a "SEARCH" button. A secondary navigation bar includes "Manage...", "Card Sales", and "Reports".

The main content area is titled "Bulk Upload Queue" and shows a breadcrumb trail: "Home > Card Sales > Bulk Upload Queue". On the left, a sidebar menu includes "Overview", "Bulk Upload Queue", "Tasks", "Add Cards", "Add Value", and "Card Update".

The central "Bulk Upload Queue List" section features several filters:

- * Card Program:** Bank of America Consumer Refunds and Payments
- * Location:** CRP Visa Corporate Cash BAC Test Sub-client (with a FILTER button)
- Filename:** (empty text field)
- Status:** All
- Type:** All
- From:** MM/DD/YYYY (calendar icon)
- To:** MM/DD/YYYY (calendar icon)

 There are "CLEAR" and "SEARCH" buttons at the bottom right of the filter section.

Below the filters is a table with the following data:

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

At the bottom of the table, there is a page indicator "1" and "REFRESH" and "DELETE" buttons.

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 yyyyymmdd. 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.

Visa Prepaid Administration Tool

Visa Prepaid Administration Tool - Error Report - Internet Explorer
 https://admin.visaprepaidprocessing.com/PAT/ReportService/RPTReportViewer.aspx

Report Data

Client:	PRC384 - Bank Of America,
Run Date:	08/08/2018 12:02:20
Page:	1 of 1

-----START OF REPORT-----

Visa Confidential: Client Use Only
 -PRC384 PPC BULK UPLOAD EDIT REPORT
 SEIDATE 08/08/18 PAGE 00001
 RUNDATE 08/08/18
 PPOCSVED-RP01 RUNTIME 11:57:49

COL/ROW	NAME	MESSAGE TEXT
J 2	Jane Johnson	Length of data is incorrect
N 2	Jane Johnson	Invalid Cardholder Government ID Type
O 2	Jane Johnson	Gov ID cannot be processed without valid Gov ID Type
R 4	Becky Brown	Data format invalid
T 4	Becky Brown	Duplicate employee id
U 4	Becky Brown	Invalid Card Value - Must contain 2 decimal places, cannot be negative

Visa Confidential: Client Use Only
 -PRC384 PPC BULK UPLOAD EDIT REPORT
 SEIDATE 08/08/18 PAGE 00002
 RUNDATE 08/08/18
 PPOCSVED-RP01 RUNTIME 11:57:49

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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:

The screenshot shows the 'Bulk Upload Queue' interface. At the top left is the VISA logo. The main title is 'Visa Prepaid Administration Tool'. Below the title is a search bar containing 'Bank of America Consumer Refunds and Payments' and a 'SEARCH' button. A navigation bar includes 'Manage...', 'Card Sales', and 'Reports'. The page title is 'Bulk Upload Queue' with a breadcrumb trail 'Home > Card Sales > Bulk Upload Queue'. On the left is a sidebar with 'Overview', 'Bulk Upload Queue', and 'Tasks'. Under 'Tasks', 'Card Update' is selected. The main content area is titled 'Bulk Upload Queue List' and contains several filters: 'Card Program' (Bank of America Consumer Refunds and Payments), 'Location' (CRP Visa Corporate Cash BAC Test Sub-client), 'Filename' (empty), 'Status' (All), 'Type' (All), 'From' (MM/DD/YYYY), and 'To' (MM/DD/YYYY). 'CLEAR' and 'SEARCH' buttons are at the bottom right.

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.

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 'Manage...', 'Card Sales', and 'Reports' tabs. A search bar and utility links (Home, Security & Preferences, Help, Sign Out) are also present. The current page is titled 'Bulk Card Update Info' with a breadcrumb trail: Home > Card Sales > Bulk Card Update Info. On the left is a sidebar menu with 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Add Value', and 'Card Update'. The main content area contains a form with two sections: 'Card Information' and 'Card Funding Source'. The 'Card Information' section has fields for 'Card Program' (Bank of America Consumer Refunds and Payments) and 'Location' (CRP Visa Corporate Cash BAC Test Sub-client) with a 'FILTER' button. The 'Card Funding Source' section has a 'Funding Source' field (Company Account ending in 6789) and a 'Promotion Code' field. 'CANCEL' and 'CONTINUE' buttons are at the bottom right.

Bank of America Consumer Refunds and Payments :: 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

Card Funding Source
* Funding Source: Company Account ending in 6789
Promotion Code:

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

The screenshot shows 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 'Manage...', 'Card Sales', and 'Reports' tabs. A search bar contains 'Bank of America Consumer Refunds and Payments' and a 'SEARCH' button. Utility links for 'Home', 'Help', and 'Sign Out' are on the right. The main content area is titled 'Bulk Upload Add Cards' with a breadcrumb trail: 'Home > Card Sales > Bulk Upload Add Cards > Upload File'. On the left is a sidebar menu with 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Upload File', 'Add Value', and 'Card Update'. The 'Upload File' section is active, showing 'Card Information' instructions: 'The CSV file must comply with our [Field Requirements](#). You may download an [Excel Sample](#) to correctly generate a CSV file.' Below this is a label '*CSV File to Upload:' followed by a text input field and a 'Browse...' button. At the bottom right of this section are three buttons: 'BACK', 'CANCEL', and 'SUBMIT'.

[Program Information](#)

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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.

The screenshot shows the 'Visa Prepaid Administration Tool' interface. At the top left is the VISA logo. The main header is 'Visa Prepaid Administration Tool'. Below this is a navigation bar with 'Bank of America Consumer Refunds and Payments' and a search box. The main content area has a breadcrumb trail: 'Home > Card Sales > Bulk Upload Add Cards > Upload File'. A left sidebar contains a menu with 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Upload File', 'Add Value', and 'Card Update'. The main content area is titled 'Bulk Upload Add Cards' and contains a 'Card Information' section. This section includes a text box for '*CSV File to Upload:' with the path 'L:\Client Implementation Folders\Pre-P' and a 'Browse...' button. Below the text box are three buttons: 'BACK', 'CANCEL', and 'SUBMIT'. A footer at the bottom contains a link for 'Program Information' and copyright information: '© Copyright 2018, Visa. All rights reserved. Powered by Visa Debit Processing Service'.

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

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 "Bank of America Consumer Refunds and Payments" and a search box. The main content area shows a message: "Card order successfully uploaded." in red text. The left sidebar contains a navigation menu with "Overview", "Bulk Upload Queue", "Tasks", "Add Cards", "Add Value", and "Card Update". The main content area is titled "Bulk Upload Queue List" and contains the following configuration fields:

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

Buttons for "FILTER", "CLEAR", and "SEARCH" are visible. At the bottom of the page, there is a footer with the text: "Program Information", "© Copyright 2018, Visa. All rights reserved.", and "Powered by Visa Debit Processing Service".

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.

VISA **Visa Prepaid Administration Tool**

Bank of America Consumer Refunds and Payments 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

Filename:
Status: All Type: All
From: MM/DD/YYYY To: MM/DD/YYYY

	Filename	Date/Time (M/D/Y)	Type	Submitted By	Status	Action
<input checked="" type="checkbox"/>	TEST CSV Bulk Card Add File v3.csv	08/08/2018 12:36:46	Card Add	pat384.testrwk5	Registered	Not applicable
<input type="checkbox"/>	TEST CSV Bulk Card Add File v1.csv	08/08/2018 11:56:47	Card Add	pat384.testrwk5	Rejected	View Errors

1

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.

The screenshot displays the Visa Prepaid Administration Tool interface. At the top, there is a navigation bar with the Visa logo and the title "Visa Prepaid Administration Tool". Below this, a search bar contains the text "Bank of America Consumer Refunds and Payments" and a "SEARCH" button. The main navigation menu includes "Manage...", "Card Sales", and "Reports". The current page is titled "Bulk Upload Queue" and shows a breadcrumb trail: "Home > Card Sales > Bulk Upload Queue".

On the left side, there is a sidebar menu with "Overview" selected, and sub-items for "Bulk Upload Queue" and "Tasks". Under "Tasks", there are links for "Add Cards", "Add Value", and "Card Update".

The main content area is titled "Bulk Upload Queue List" and contains a search filter section with the following fields:

- * Card Program:** Bank of America Consumer Refunds and Payments
- * Location:** CRP Visa Corporate Cash BAC Test Sub-client (with a FILTER button)
- Filename:** (empty text field)
- Status:** All
- Type:** All
- From:** MM/DD/YYYY (calendar icon)
- To:** MM/DD/YYYY (calendar icon)


 There are "CLEAR" and "SEARCH" buttons at the bottom right of the filter section.

Below the filter section is a table with the following data:

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

At the bottom of the table, there is a page indicator "1" and "REFRESH" and "DELETE" buttons.

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

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

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.

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments

Manage... Card Sales Reports

Bulk Upload Order Detail

Home > Card Sales > Bulk Upload Queue > Order Detail

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			
JW383737	Jane A Johnson	123 WEST BLVD S		
MW38377	Mark Miller	321 WALNUT DRI		
MWZ38377	Becky Brown	2234 BERRY STREET APT 23B, AURORA, CO	720-555-1234	\$10.00
		80352 United States		

1

CANCEL RETURN TO QUEUE SUBMIT

Message from webpage

You are about to submit an order for 3 cards. After you submit this order, you cannot cancel it. Are you sure you want to submit this order?

OK Cancel

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

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments

Manage... Card Sales Reports

Bulk Upload Queue

Home > Card Sales > Bulk Upload Queue

Thank you, your order has been processed.

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

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

Bank of America Consumer Refund...

Home Program Information Help Sign Out

Search For... Card Sales Work Queues Manage Program Reports Risk Management

Bulk Upload Queue

ome > Card Sales > Bulk Upload Queue

Bulk Upload Queue List

* Card Program: Bank of America Consumer Refunds and Payments

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

Filename: [Text Field]

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 12:54:06	Card Add	prc384.roland2	Complete	View Receipt

1

REFRESH DELETE

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.

Bank of America Consumer Refund...

Home Program Information Help Sign Out

Search For... Card Sales Work Queues Manage Program Reports Risk Management

Order Receipt

Cardholder Bulk Upload Queue

Buyer

Location

Transactions

Order Receipt

Tasks

Add Cards

Add Value

Card Update

Refund

Unload/Close

Order Summary

Issuer: Bank Of America, N. A. Order Status: Complete

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

Order Detail

Order Date [MM/DD/YYYY]: 08/08/2018

Confirmation Number: 090000029760477

Total Amount: \$760.00

Total Order Amount: \$769.00

Shipping Information

Ship To: Standard Mail, 7-10 business days


Country of Residence:

PRINTABLE VERSION FULL REPORT RETURN TO QUEUE

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.

https://ppccert.visadpsprepaid.com/PAS/ReportService/RPTReportViewer.aspx

1 of 1 Find | Next



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

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