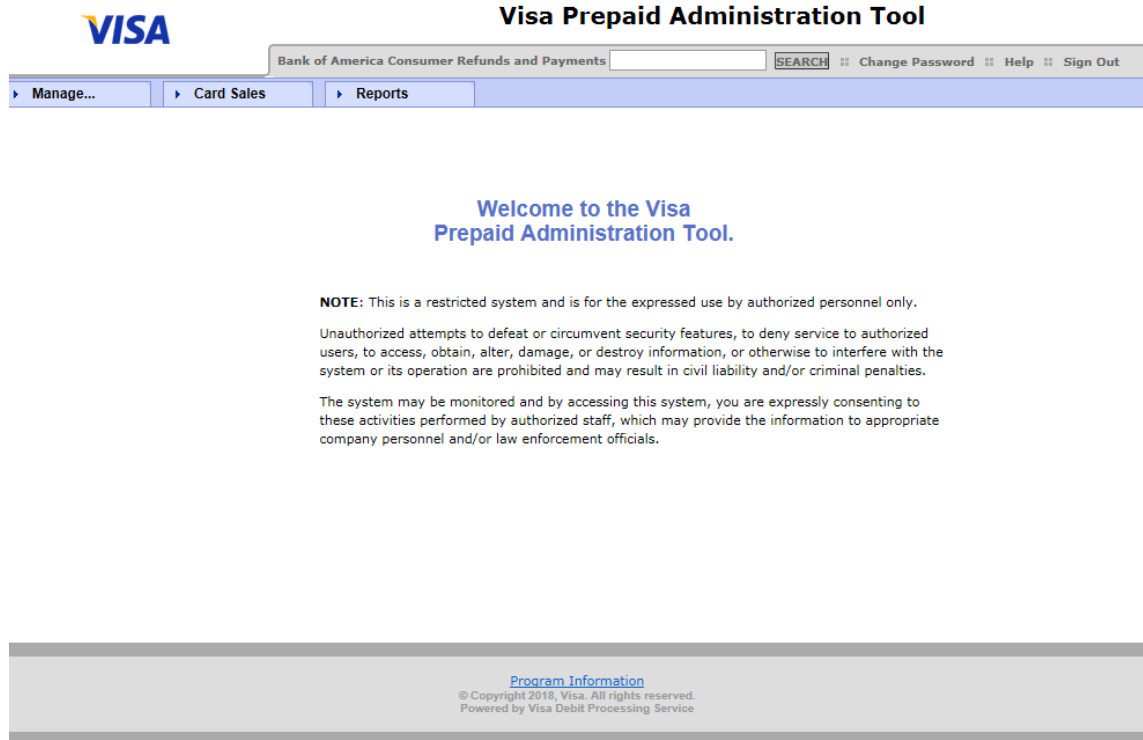


Bulk Upload Process Steps – Ordering Personalized Cards/Initial Load

Access the Bulk Upload option:

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



The screenshot shows the top portion of a web application. 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". The "Card Sales" item is highlighted. In the center of the page, there is a blue heading "Welcome to the Visa Prepaid Administration Tool." followed by a "NOTE" section. The note states that the system is restricted and for authorized personnel use only, and that unauthorized attempts to defeat security features are prohibited. It also mentions that the system may be monitored and that users consent to their activities being reported to appropriate officials. At the bottom of the page, there is a footer with a link to "Program Information" and copyright information: "© Copyright 2018, Visa. All rights reserved. Powered by Visa Debit Processing Service".

VISA

Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments [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.

[Program Information](#)
© Copyright 2018, Visa. All rights reserved.
Powered by Visa Debit Processing Service

At the Bulk Upload screen, choose Add Cards 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. Navigation links for 'Home', 'Help', and 'Sign Out' are also present. A menu bar includes 'Manage...', 'Card Sales', and 'Reports'. The main heading is 'Bulk Upload Queue' with a breadcrumb trail 'Home > Card Sales > Bulk Upload Queue'. On the left, a sidebar menu shows 'Overview', 'Bulk Upload Queue', and 'Tasks' (with sub-items 'Add Cards', 'Add Value', and 'Card Update'). The main content area, titled 'Bulk Upload Queue List', contains several filter fields: '* Card Program:' (Bank of America Consumer Refunds and Payments), '* Location:' (CRP Visa Corporate Cash BAC Test Sub-client), 'Filename:' (text input), 'Status:' (All), 'Type:' (All), 'From:' (MM/DD/YYYY), and 'To:' (MM/DD/YYYY). 'FILTER', 'CLEAR', and 'SEARCH' buttons are located at the bottom right of the filter section.

[Program Information](#)

© Copyright 2018, Visa. All rights reserved.
Powered by Visa Debit Processing Service

Choose the appropriate dropdown options for Card Information. In most cases, these fields will default (be grayed out) to the appropriate options for your program.

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 a search box containing 'Bank of America Consumer Refunds and Payments' and a 'SEARCH' button, along with links for 'Home', 'Help', and 'Sign Out'. A secondary navigation bar includes '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'. On the left is a sidebar menu with 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Add Value', and 'Card Update'. The 'Add Cards' section is active, showing a 'Card Information' form with the following fields:

Card Information	
* Card Program:	Bank of America Consumer Refunds and Payments
* Location:	CRP Visa Corporate Cash BAC Test Sub-client
* Card Class:	Visa CORP Personalized ATM/PINPOS/SIG Cash
* Card Design:	- Select -

A 'FILTER' button is located to the right of the Location dropdown.

Once the Card Information fields are fully populated, you will see the main screen for the Bulk Upload Add Cards option below:

The screenshot shows the 'Bulk Upload Add Cards' screen in the Visa Prepaid Administration Tool. The interface includes a navigation menu on the left with options like 'Overview', 'Bulk Upload Queue', and 'Tasks'. The main content area is divided into several sections: 'Card Information' (with fields for Card Program, Location, Card Class, Card Design, and Promotion Code), 'Initial Card Value' (with radio buttons for \$0.00, a dollar amount field, and 'Specified in the CSV File'), 'Funding Source' (with a dropdown menu), 'Embossing Information' (with radio buttons for Custom, Predefined, Specified in the CSV File, and None), 'Activation Information' (with a dropdown for Activation Method), 'Card Expiration' (with radio buttons for Expiration Date and Alternative Date), and 'Shipping Information' (with radio buttons for Standard Mail, Express Shipping, and CRP Visa Corporate Cash BAC Test Sub-client - Express Shipping). At the bottom right, there are 'CANCEL' and 'CONTINUE' buttons. The footer contains a 'Program Information' link and copyright information: '© Copyright 2018, Visa. All rights reserved. Powered by Visa Debit Processing Service'.

Choose the appropriate option for Initial Card Value:

- Click radio button for \$0.00 if you will not be loading funds during this Add Cards process. If you choose this option, you will not put any value in the Card Value field on your bulk upload file.
- Click second radio button if you are assigning the same value to all cards in the file. Key in the appropriate amount in the field provided.
- Click third radio button if you will be indicating individual amounts for each card within the file.

Embossing Information:

- This section will only be used if the client has special embossing set up for their program.

Activation Information:

- This section will be defaulted for you – no action needed

Card Expiration:

- This section will be defaulted for you – no action needed

Choose the appropriate option for Shipping Information:

- Click the radio button for Standard Mail if you want to have the cards mailed via USPS directly to each individual cardholder.
- Click the radio button for Express Shipping if you want to have the cards sent via express shipping to each individual cardholder. This may result in \$15 charges to the client for each individual card ordered.
- Click the last radio button to have the entire order of cards sent to the client location via Express Shipping (4 business days).

Click Continue to proceed to the next screen (Upload File screen)



Visa Prepaid Administration Tool

Bank of America Consumer Refunds and Payments :: 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:

[Program Information](#)
© Copyright 2018, Visa. All rights reserved.
Powered by Visa Debit Processing Service

At this screen, you can 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.

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 features a 'Card Information' section with 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 text input field labeled '*CSV File to Upload:' containing the path '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](#)

© 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 '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 this is the breadcrumb 'Home > Card Sales > Bulk Upload Queue'. On the left is a sidebar with 'Overview', 'Bulk Upload Queue', and 'Tasks' sections. The main area is titled 'Bulk Upload Queue List' and contains filters for '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), and 'To' (MM/DD/YYYY). 'CLEAR' and 'SEARCH' buttons are at the bottom right.

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 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 breadcrumb trail shows "Home > Card Sales > Bulk Upload Queue". The main content area is titled "Bulk Upload Queue List" and contains several filter 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). There are "CLEAR" and "SEARCH" buttons. 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 number "1" and "REFRESH" and "DELETE" buttons.

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

At the Bulk Upload screen, choose Add Cards 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' (selected), 'Bulk Upload Queue', and 'Tasks' (containing 'Add Cards', 'Add Value', and 'Card Update'). The main content area is titled 'Bulk Upload Queue List' and contains several filter 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). 'CLEAR' and 'SEARCH' buttons are at the bottom right.

Choose the appropriate options for Card Information. In most cases, these fields will default (be grayed out) to the appropriate options for your program.

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 search bar containing "Bank of America Consumer Refunds and Payments" and a "SEARCH" button. To the right of the search bar are links for "Home", "Help", and "Sign Out". Below the search bar is a navigation menu with "Manage...", "Card Sales", and "Reports". The main heading is "Bulk Upload Add Cards" with a breadcrumb trail "Home > Card Sales > Bulk Upload Add Cards". On the left is a sidebar menu with "Overview", "Bulk Upload Queue", "Tasks", "Add Cards", "Add Value", and "Card Update". The main content area is titled "Card Information" and contains a form with the following fields:

Card Information	
* Card Program:	Bank of America Consumer Refunds and Payments
* Location:	CRP Visa Corporate Cash BAC Test Sub-client
* Card Class:	Visa CORP Personalized ATM/PINPOS/SIG Cash
* Card Design:	- Select -

A "FILTER" button is located to the right of the Location field.

Once Card Information fields are fully populated, you will see the main screen for the Bulk Upload Add Cards option below:

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 is a search bar and navigation links for 'Home', 'Help', and 'Sign Out'. The main content area is titled 'Bulk Upload Add Cards' and includes a breadcrumb trail: 'Home > Card Sales > Bulk Upload Add Cards'. On the left, there is a sidebar menu with options like 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Add Value', and 'Card Update'. The main form area is divided into several sections:

- Card Information:** Fields for Card Program (Bank of America Consumer Refunds and Payments), Location (CRP Visa Corporate Cash BAC Test Sub-client), Card Class (Visa CORP Personalized ATM/PINPOS/SIG Cash), and Card Design (Commercial Prepaid Card - Visa Test). A 'FILTER' button is next to the Location field.
- Promotion Code:** An empty text input field.
- Initial Card Value:** A section explaining that users can enter an initial value for all cardholders or specify amounts in a CSV file. It includes radio buttons for '\$0.00', '\$ [input] (\$0.00 - \$7,500.00)', and 'Specified in the CSV File' (which is selected).
- Funding Source:** A dropdown menu set to 'Company Account ending in 6789'.
- Embossing Information:** Radio buttons for 'Custom' (with an input field), 'Predefined' (set to 'Consumer Refund'), 'Specified in the CSV File', and 'None' (which is selected).
- Activation Information:** A dropdown menu for 'Activation Method' set to 'Individual Cardholder Activation'.
- Card Expiration:** Radio buttons for 'Expiration Date [MM/YY]' set to '08/21' and 'Alternative Date' (with input fields for 08 and 21).
- Shipping Information:** Radio buttons for 'Standard Mail, 7-10 business days' (selected), 'Express Shipping, 2-3 business days', and 'CRP Visa Corporate Cash BAC Test Sub-client - Express Shipping, 2-3 business days'.

 At the bottom right of the form are 'CANCEL' and 'CONTINUE' buttons. The footer contains 'Program Information', '© Copyright 2018, Visa. All rights reserved.', and 'Powered by Visa Debit Processing Service'.

Choose the appropriate option for Initial Card Value:

- Click radio button for \$0.00 if you will not be loading funds during this Add Cards process. If you choose this option, you will not put any value in the Card Value field on your bulk upload file.
- Click second radio button if you are assigning the same value to all cards in the file. Key in the appropriate amount in the field provided.
- Click third radio button if you will be indicating individual amounts for each card within the file.

Embossing Information:

- This section will only be used if the client has special embossing set up for their program.

Activation Information:

- This section will be defaulted for you – no action needed

Card Expiration:

- This section will be defaulted for you – no action needed

Choose the appropriate option for Shipping Information:

- Click the radio button for Standard Mail if you want to have the cards mailed via USPS directly to each individual cardholder.
- Click the radio button for Express Shipping if you want to have the cards sent via express shipping to each individual cardholder. This may result in \$15 charges to the client for each individual card ordered.
- Click the last radio button to have the entire order of cards sent to the client location via Express Shipping.

Click Continue to proceed to the next screen Upload File screen):



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](#)

© Copyright 2018, Visa. All rights reserved.
Powered by Visa Debit Processing Service

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' button. There are also links for 'Home', 'Help', and 'Sign Out'. The main content area has 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 'Bulk Upload Add Cards' and contains a 'Card Information' section. This section includes a note: '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'.

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 a search box containing 'Bank of America Consumer Refunds and Payments' and a 'SEARCH' button. To the right of the search box are links for 'Home', 'Security & Preferences', 'Help', and 'Sign Out'. A secondary navigation bar contains 'Manage...', 'Card Sales', and 'Reports'. Below this, a red message states 'Card order successfully uploaded.' The main content area is titled 'Bulk Upload Queue' and includes a breadcrumb trail: 'Home > Card Sales > Bulk Upload Queue'. On the left is a sidebar with a tree view containing 'Overview', 'Bulk Upload Queue', 'Tasks', 'Add Cards', 'Add Value', and 'Card Update'. The main content area features a 'Bulk Upload Queue List' form with the following fields: 'Card Program' (dropdown: Bank of America Consumer Refunds and Payments), 'Location' (dropdown: CRP Visa Corporate Cash BAC Test Sub-client with a 'FILTER' button), 'Filename' (text input), 'Status' (dropdown: All), 'Type' (dropdown: All), 'From' (date picker: MM/DD/YYYY), and 'To' (date picker: MM/DD/YYYY). 'CLEAR' and 'SEARCH' buttons are located at the bottom right of the form.

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.

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

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	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

1

Review and Submit as the Action means that the file has successfully passed 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), as well as the shipping option that was chosen.



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
MW238377	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.

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	Amount
JW383737	Jane A Johnson	123 WEST BLVD S 04587 United States		
MW38377	Mark Miller	321 WALNUT DR United States		
MWZ38377	Becky Brown	2234 BERRY STREET APT 23B, AURORA, CO 80352 United States	720-555-1234	\$10.00

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:

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

Manage... | Card Sales | Reports

Bulk Upload Queue **Thank you, your order has been processed.**
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

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

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 12:54:06	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.

Order Receipt

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.

The screenshot shows a web browser window with the URL <https://ppccert.visadpsprepaid.com/PAS/ReportService/RPTReportViewer.aspx>. The page features the VISA logo and the title "New Cardholder Accounts Added". Below the title is a descriptive sentence: "Provides a list of New Cardholder Accounts, including the information needed to set up direct deposit." To the right, a "Report Data" sidebar lists the following information:

- 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

The main content is a table with the following columns: Location, Date Account Added, Cardholder Name, Employee ID, Government ID, RTN, Account Number, Card Number, Card Status, and Card Number Proxy ID. The table contains three rows of data:

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

Below the table, it states "Total Records : 3". At the bottom of the page, there is a confidentiality notice: "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 prior written permission of Visa. © Copyright 2004-2018, Visa. All rights reserved."