The Swift Card Program is a Visa Reward card which can be used as a debit or credit transaction to pay participants in patient studies and surveys. Payment Services is the administrator of this card program.

The cards have no value until they are activated. Once activated, the participant can immediately use their card wherever Visa is accepted.

Departmental Users will be able to sign into the system and activate cards - all you need is an internet connection. The activation process is simple.

**Getting Started** – Complete and submit the User Set Up and Card Request Form
Swift Card Program (OMS) User Setup Information

<table>
<thead>
<tr>
<th>Department User Employee ID:</th>
<th>Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department Code and Name: ____________________________

Department User Phone Number: _________________________

Department User Email: _______________________________

IRB #: ___________________________________________

Study Name/Project#: _________________________________

(This field is only required if an IRB# doesn’t exist)

The User Setup section shown above should be completed for the employee that will be activating cards.

For the “IRB#” and “Study Name/Project#” fields shown above, only one should be populated. All study’s involving human subjects have an IRB#. If you have an IRB#, the “Study Name/Project#” field should be left blank. If your study doesn’t require an IRB#, then please enter a Study Name/Project #.

Card Request Information (Maximum time period per request is three months)

<table>
<thead>
<tr>
<th>Number of Participants expected to recruit:</th>
<th>Total $ Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date (MM/DD/YYYY)</td>
<td>End Date (MM/DD/YYYY)</td>
</tr>
</tbody>
</table>

$ Amount for each card (if multiple amounts, please list): __________________________

# of card requesting: _______

We are using the date range in the Card Request Information section shown above to determine when you anticipate distributing cards for this order. Cards will be delivered with an expiration date. To ensure that your participants have sufficient time to use the cards, we are suggesting that you only order enough cards to be distributed within a month or two. Please enter the date you plan to begin activating cards in the “Begin Date” field. The “End Date” field should contain the date you estimate that all cards for this order will be disbursed.
The signature for the Fund Manager must be the employee on file as the Fund Manager in Banner/TEAM Application for the “FOP to Charge for Cards disbursed” shown below in the Funding Information Section.

The Funding Information must be completed and funds must be available on both FOPs before we can begin to process your order.

Once we receive your completed card request form via email, we will contact you to schedule training if needed and advise you when your cards will be ready for pickup/delivery. Your user id and password will be issued once training is completed. At that time, you will have access to the Swift Card OMSi Program to begin activating cards.

Please see the Swift Card Program User Guide for additional information regarding activating cards and creating reports in OMSi.