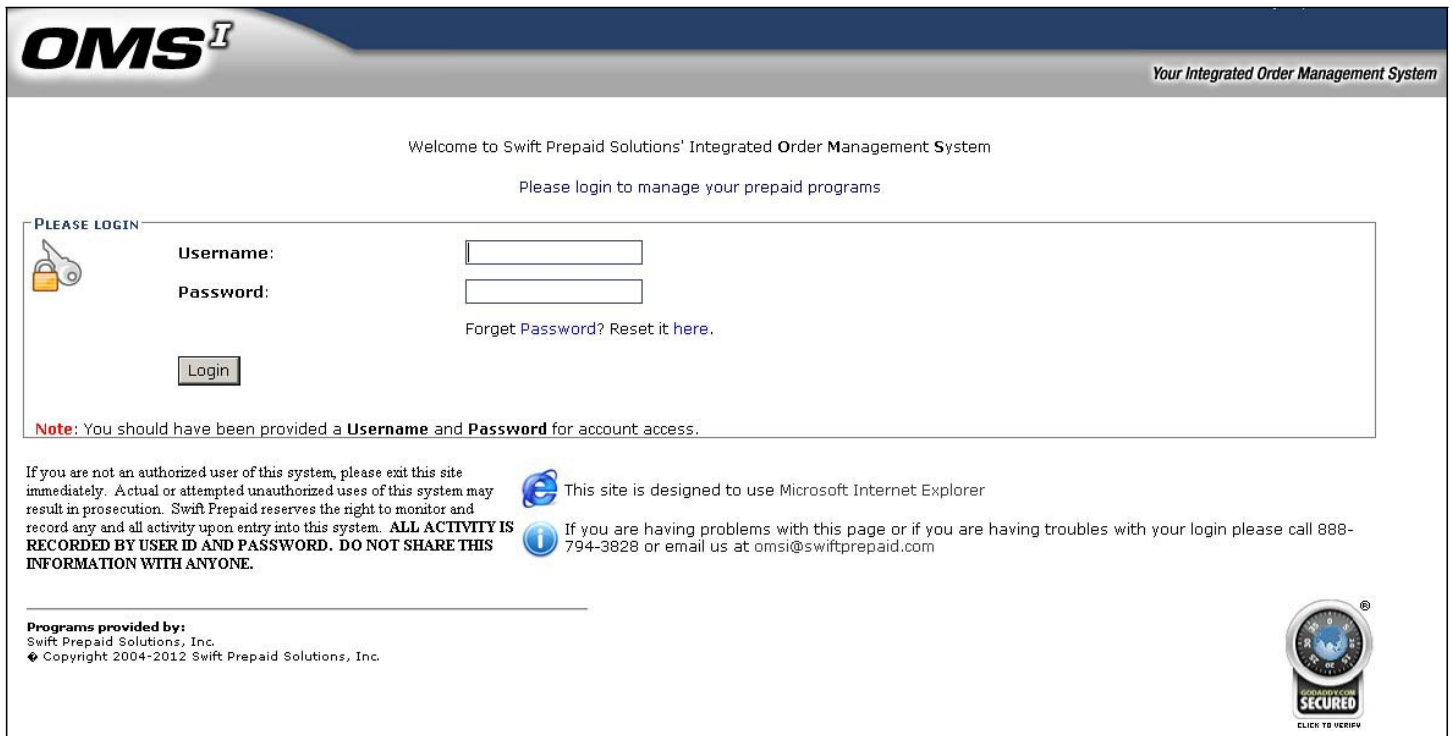


Swift Card Program User Guide

To access Swift's Order Management System (OMSI), type the following address into your internet browser:

<https://omsi.swiftprepaid.com/default.aspx>

The following page will display:



The screenshot shows the OMSI login interface. At the top, the OMSI logo is on the left and the tagline "Your Integrated Order Management System" is on the right. Below the header, a welcome message reads "Welcome to Swift Prepaid Solutions' Integrated Order Management System". A prompt "Please login to manage your prepaid programs" is centered. The login section is titled "PLEASE LOGIN" and contains a lock icon, "Username:" and "Password:" labels with corresponding input fields, a "Login" button, and a link "Forget Password? Reset it here.". A red note states: "Note: You should have been provided a Username and Password for account access." Below the login section, a disclaimer reads: "If you are not an authorized user of this system, please exit this site immediately. Actual or attempted unauthorized uses of this system may result in prosecution. Swift Prepaid reserves the right to monitor and record any and all activity upon entry into this system. ALL ACTIVITY IS RECORDED BY USER ID AND PASSWORD. DO NOT SHARE THIS INFORMATION WITH ANYONE." To the right of the disclaimer are two informational icons: a blue 'e' icon stating "This site is designed to use Microsoft Internet Explorer" and an 'i' icon stating "If you are having problems with this page or if you are having troubles with your login please call 888-794-3828 or email us at omsi@swiftprepaid.com". At the bottom left, it says "Programs provided by: Swift Prepaid Solutions, Inc. Copyright 2004-2012 Swift Prepaid Solutions, Inc." At the bottom right is a "SECURED" logo with a globe and the text "CLICK TO VERIFY".

To access the system, enter the username and temporary password provided by your administrator. Upon the initial login, read and accept the Terms & Conditions. Simply click "Accept" to proceed.

After accepting the Terms & Conditions, you will be prompted to change your password for security purposes. Choose your new password and be sure to confirm your entry by clicking "Update."

[Please login to manage your prepaid programs](#)

YOUR PASSWORD HAS EXPIRED. PLEASE CHANGE YOUR PASSWORD:

Swift Prepaid Solutions has recently become PCI compliant. PCI (Payment Card Industry) compliance is an industry standard with many facets designed to better protect your data, cardholder information and account numbers, and access and entry into the systems that house such data.

You will be required to change your password to a minimum of 7 characters (alpha/numeric), with a least one upper case letter, one lower case letter, and one numeral. You will be prompted to change your password every 90 days with a new and unique password. As always, if you forget your password, please visit the OMSI website, select the [Forget Password](#) option, where you can have a temporary password delivered to you via email by providing the correct answer to your secret question.

Thank you for making OMSI safer and more secure.

New Password:

Confirm New Password:

Note: You should have been provided a **Username** and **Password** for account access.

You will also be asked to select a security question and answer to verify your identity should you need to reset your password at a later date. Note that your security answer is case sensitive.

The following screen will display. Upon initial login, verify all the information is accurate. If changes are required, contact your program administrator.

logged in as: mike.crowder@ttuhsc.edu
Wednesday, July 09, 2014

OMS¹ Your Integrated Order Management System

Home Contact Us FAQs Log Out

Main Menu

- Manage Orders
- Activate Cards
- View History

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[Terms & Conditions](#)
Site Powered by: **Liveventus**

WELCOME, MIKE CROWDER

Please verify your information. If any of the following is inaccurate, please contact your program administrator.

Client ID:	TEX01
Your Name	MIKE CROWDER
Company Name	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Location ID	LUB
Phone #	806-743-7865 Ext: Edit
Email Address	MIKE.CROWDER@TTUHSC.EDU Edit
Address	3601 4TH STREET STOP 6283 , LUBBOCK, TX-TEXAS 79430
Program Administrator	PATTY CONNER
Program Admin Phone	806-743-7399 ext:
Security Question	WHAT IS YOUR PET'S NAME
Security Answer	Edit
Password	**** Change Password

This site will allow you to manage your prepaid programs provided by Swift Prepaid Solutions, Inc. Please follow the tabs on the left margins of the page to guide you thru the available options to manage your programs.

100%

To activate cards via the single card activation method, you will need the following:

- To activate the card, click on the Activate Cards option in the upper left corner of your screen under the Main Menu. The following screen will appear. Social Security Number is required on cards funded with amounts >\$25.

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Program

TTUHSC

Location ID

LUB, LUBBOCK

Enter Card Number to Activate

Card Number to Activate:

Amount to fund:

First Name: *

Last Name: *

Address 1: *

Address 2:

City: *

State: *

-- Select One --

Zip: *

Social Security Number:

Non-resident Alien: *

Please select Non-resident Alien

Amount Withheld:

Fund *

Orgn: *

Account *

Please select account

Prog *

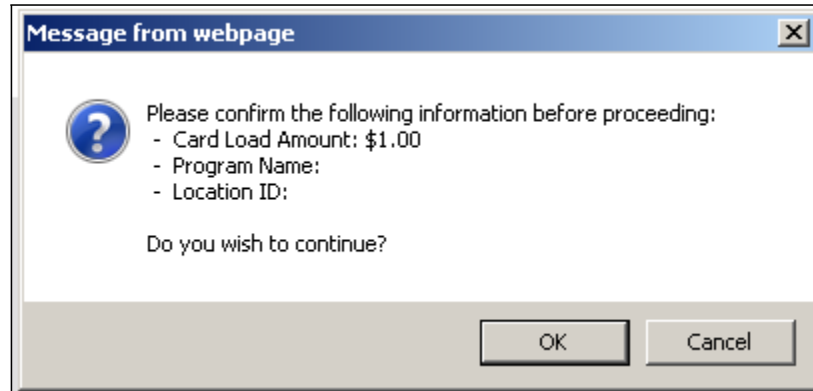
IRB# / Study#/Program *

PI Employee ID *

Notes

GET PIN

GET BALANCE



The screen below will appear. The confirmation number displayed is a verification of the funding and activation of the card and will be used for identification purposes. The confirmation number will automatically be stored in the View History section of the site for later reference.

SELECT A PRODUCT FOR CARD ACTIVATION/FUNDING > REQUEST CONFIRMATION

Current Balance on this card: \$1.00

Activation Confirmation

This card activation request has been placed successfully.

The card number *****0052 has been activated.
Your Confirmation number is : CAGRO01a00020052

Funding Confirmation

This card funding request has been placed successfully.

The card number *****0052 is now loaded and ready for distribution and use by a cardholder recipient.
Your Confirmation number is : CFGRO01a00020052
Card Load Amount: \$1.00

You can now choose to Activate Another Card, Print Activation & Funding Confirmation or select Done and return to the home page.

Copy Previous

When funding multiple cards for the same amount, study, etc. save time by using the [Copy Previous] link. The previously entered amount and client-assigned fields will be automatically populated for you:

View History

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Site Powered by:
Liveatus

Note: Your cards will not be activated until you complete all of the associated steps and receive an activation confirmation number. Please retain a copy of that receipt for your records.

Program:

Location ID:

[Copy Previous](#)

Enter Card Number to Activate

Card Number to Activate:

Amount to fund:

First Name: *

Last Name: *

Address 1: *

Address 2:

City: *

State: *

Zip: *

Social Security Number:

Non-resident Alien: *

Amount Withheld:

All information entered on the previous card in the fields below the “ Amount Withheld ” field are designated as our client assigned fields – Fund, Orgn, Account, Prog, etc., and will be copied to each card to save time when you choose the Copy Previous feature. When using this feature, please be sure to validate the information on your first activated card to ensure that the correct information will be populated on all your following cards.

You will be able to view the history of all funding activity on your account. This feature is available so that you can confirm if a card has been activated or run custom reports by date range or client-assigned data. Select View History under the Main Menu, then select Search Card Funding Transactions:

TRANSACTION HISTORY

Transaction History
 To view transaction status, please select a client and program.
 Narrow your results by selecting a Location ID or specified a Date range or by selecting Transaction Type or Client User.
 Click "Run Filter" to view the filtered results.

Note: To view the transaction details or to print a receipt, click on the Transaction#. Please retain a copy of that receipt for your records.

View History

Select a Program: ALL

Select this Tab →

Search Card Funding Transactions

Select a filter

Location ID All

Filter Criteria All

Run Filter

Select "Search" or choose to customize your search by name, date, project, etc.

VIEW HISTORY > CARD FUNDING TRANSACTIONS

Search Card Funding Transactions
 Narrow your results by selecting one or more options!
 Click "Search" to view the filtered results.

Search Transactions by different criteria - Fields are optional

Search Card Funding Transactions

First Name: **Last Name:** **Project #:**

Program: - ALL - **Location:** - ALL - **Funded:** From - To

Transaction Initiated By: - ALL -

Search

You may export the results into an Excel, Word or Notepad report by selecting the corresponding icon.