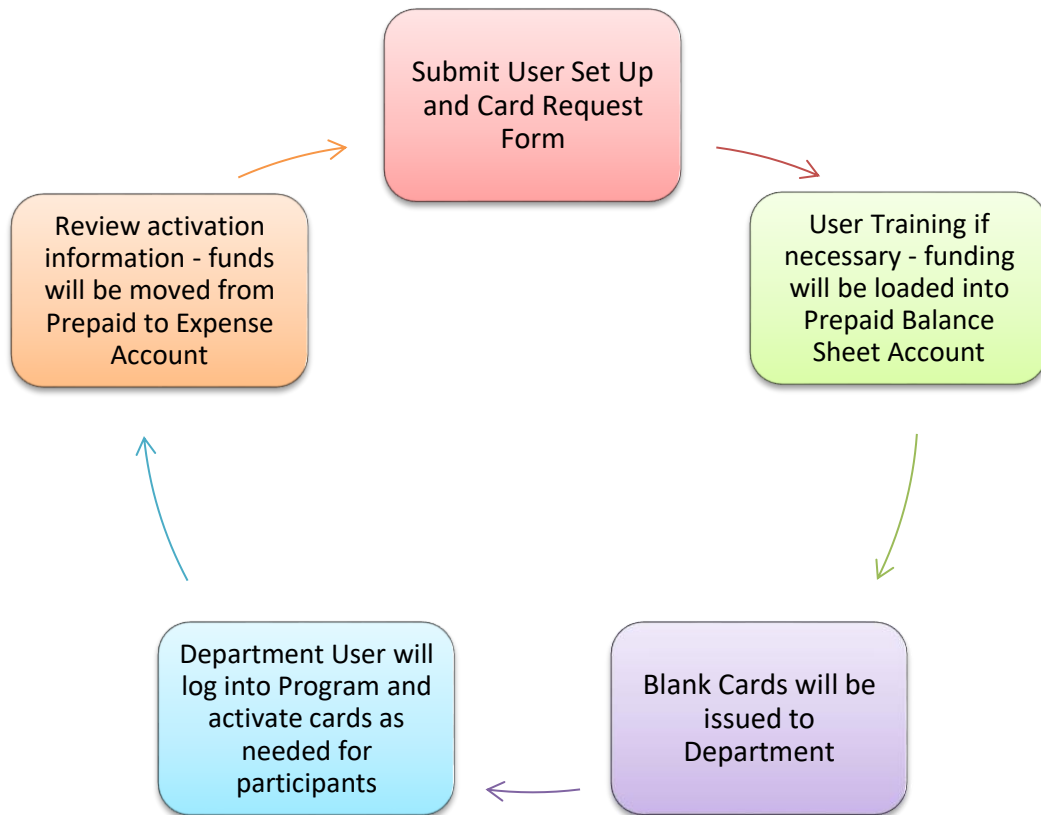




The Swift Card Program is a Visa Reward card which can be used as a debit or credit transaction to pay participants in patient studies and surveys. Payment Services is the administrator of this card program.

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.

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

For the **IRB#** and **Study Name/Project#** fields, only one should be populated. All study's involving human subjects have an IRB#. If you have an IRB#, the Study

Swift Card – Getting Started

Name/Project# field should be left blank. If your study doesn't require an IRB#, then please enter a Study Name/Project#.

Swift Card Program (OMS) User Setup Information

Department User Employee ID: **R** _____ Employee Name _____

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)

Enter Only 1: IRB# or Study Name/Project#

We are using the date range in the **Card Request Information** section 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.

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

Number of Participants expected to recruit: _____ Total \$ Amount : _____

Begin Date (MM/DD/YYYY) _____ End Date (MM/DD/YYYY) _____

\$ Amount for each card (if multiple amounts, please list): _____ # of card requesting: _____
i.e., 25, 35, 50

A Fund Manager signature for Approval must be obtained.

Approvals

Department User Name (Print): _____ Signature/Approval _____

PI Name (Print): _____ Signature/Approval _____ Date _____

Fund Manager Name (Print): _____ Signature/Approval _____ Date _____

By signing above, I agree to keep the cards stored in a secure/locked location with limited access.
 I am responsible for the valid information of the participant for each card issued.

Obtain Fund Manager Signature

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** in the Funding Information section.

Funding Information

| | FUND | ORGN | PROG |
|-----------------------------------|------|------|------|
| FOP to Charge for Cards disbursed | | | |
| Backup FOP (local funds only) | | | |

Note: If cards expire without being disbursed, the \$1.75 fee/per card will be charged to the backup FOP.

Swift Card – Getting Started

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.

If you have additional questions, please contact Swift Card at swiftcard@ttuhsc.edu.