



The Swift's Order Management System (OMSI) can be accessed from:

- [Swift Card OMSI](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > System Links > Swift Card OMSI

A Welcome page will display. To access the system, enter the username and temporary password provided by your administrator. Click the **Login** button.

The screenshot shows the OMSI login interface. At the top, it says "Welcome to Swift Prepaid Solutions' Integrated Order Management System". Below this, there are fields for "Username:" and "Password:". A blue callout box labeled "Enter Username" points to the username field. Another blue callout box labeled "Enter Temporary Password" points to the password field. A third blue callout box labeled "Click Login" points to the "Login" button. There is also a "Forgot Password? Reset here." link. A note at the bottom states: "Note: You should have been provided a Username and Password for account access."

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**.

The screenshot shows the password change interface. At the top, it says "Welcome to Swift Prepaid Solutions' Integrated Order Management System". Below this, there is a message: "YOUR PASSWORD HAS EXPIRED. PLEASE CHANGE YOUR PASSWORD:". The main text explains that the system is PCI compliant and requires a password change. A blue callout box labeled "Enter New Password" points to the "New Password:" field. Another blue callout box labeled "Click Update" points to the "Update" button. There is also a "Confirm New Password:" field.

Swift Card – Training System

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: Your security answer is case sensitive.

Upon initial login you will see the Home Screen. You should verify all the information is accurate. If changes are required, contact your program administrator.

The screenshot displays the OMS I Home Screen. At the top, the OMS I logo is on the left, and the text 'Your Integrated Order Management System' is on the right. Below the logo is a navigation bar with links for Home, Contact Us, FAQs, and Log Out. A Main Menu is located on the left side, containing options for Manage Orders, Place New Orders, Activate Cards, and View History. The central area shows user information for Client ID: TEX01, Your Name: TIFFANY, Company Name: TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER, Location ID: LUB, and Phone #: 806-743-1724 Ext: UserExt. There are 'Edit' buttons next to the phone number and email address. A blue callout box with the text 'Verify Your Information' and an arrow points to the phone number field. Below the main information, there is a Security Question: WHAT IS YOUR PET'S NAME, a Security Answer field with an 'Edit' button, and a Password field with a 'Change Password' button. The copyright notice '© Copyright 2004-2018 Swift Prepaid Solutions, Inc.' is visible on the left side of the page.

Single Activation

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

1. An inactive Mastercard Card
2. First and last name of the participant

To activate a card, click the **Activate Cards option** in the upper left corner of your screen under the Main Menu.

Manually type in the account number from the card to activate but please remember to double check the account number for accuracy before you continue.

Swift Card – Training System

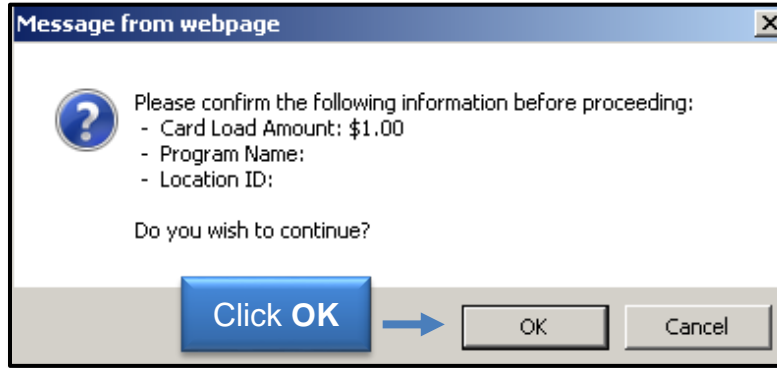
The screenshot shows the 'Main Menu' on the left with 'Activate Cards' highlighted. A blue callout box says 'Click Activate Cards'. The main area is titled 'SELECT A PRODUCT FOR CARD ACTIVATION/FUNDING > REQUEST CONFIRMATION'. It includes a 'Card Activation/Funding' section with instructions and a note. Below are dropdown menus for 'Program' (TTUHSC_LUB) and 'Location ID' (LUB, TTUHSC LUBBOCK). A large blue callout box says 'Enter Card Number to Activate & Funding' with an arrow pointing to the 'Enter Card Number to Activate' field, which contains four empty boxes. Below it is an 'Amount to fund' field.

You will need to fill in the required fields to activate the card. A Social Security Number is required on cards funded with amounts more than \$25.

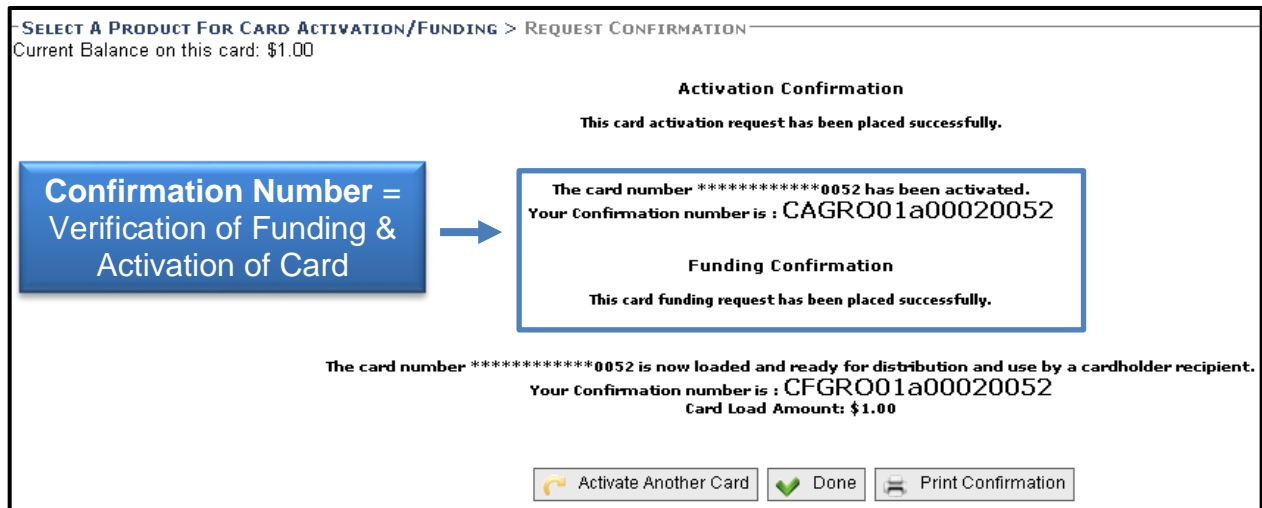
This screenshot shows a detailed form for entering information. At the top, it says 'Enter Card Number to Activate' with a blue callout box 'Enter Required Information' pointing to the 'Card Number to Activate' field (four boxes) and the 'Amount to fund' field. Below this are various fields: 'First Name: *', 'Last Name: *', 'Address 1: *', 'Address 2:', 'City: *', 'State: *' (dropdown: -- Select One --), 'Zip: *', 'Social Security Number:', 'Non-resident Alien: *' (dropdown: Please select Non-resident Alien), 'Amount Withheld:', 'Fund: *', 'Orgn: *', 'Account: *' (dropdown: Please select account), 'Prog: *', 'IRB# / Study# / Program *', 'PI Employee ID *', and 'Notes'.

After submitting your data, a message will appear confirming the Card Load Amount. Click **OK**.

Swift Card – Training System



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.



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.

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.

Swift Card – Training System

Program:

Location ID:

Enter Card Number to Activate

Card Number to Activate:

Amount to fund:

Click Copy Previous →

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#.
Click "Run Filter" to view the filtered results.

Note: To view the transaction details or to print a receipt, click on the Transaction#. Please refer to the Transaction#.

View History

Select a Program:

Select a filter

Location ID:

Filter Criteria:

Select Search Card Funding Transactions ↓

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.

Virtual Bank Balance: \$23,280.00

Search Card Funding Transactions

PI Employee ID: First Name: Last Name:

Program: Location: Funded: -

Transaction Initiated By: Card Number:

Enter Search Criteria (optional)

Select Search →

You may export the results into an Excel, Word or Notepad document.

Nonresident Withholding Fee

At the time a Swift Card is activated for nonresident alien participants, a 30% federal tax withholding must be deducted from the participant payment (see [OP 72.19](#) for more information). *The OMSi program will not automatically calculate the final award value.* Reference the [Nonresident Alien Withholding Chart](#) for help determining withholding and card funding amounts. The “Amount to fund” field in the Swift Card OMSi Program should be the adjusted award value (participant fee less the 30% withholding fee). You must also enter the 30% withholding fee in the “Amount Withheld” field in OMSi.

Example:

\$25 Original Participant Fee
(prior to applying foreign tax withholding)

Calculation	Amount
\$25 x 30% =	\$7.50 Withholding Fee
\$25 - \$7.50 =	\$17.50 Final Award Value

Entries in OMSi

Field	Amount
Card Fund Amount	\$17.50
Amount Withheld	\$7.50

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