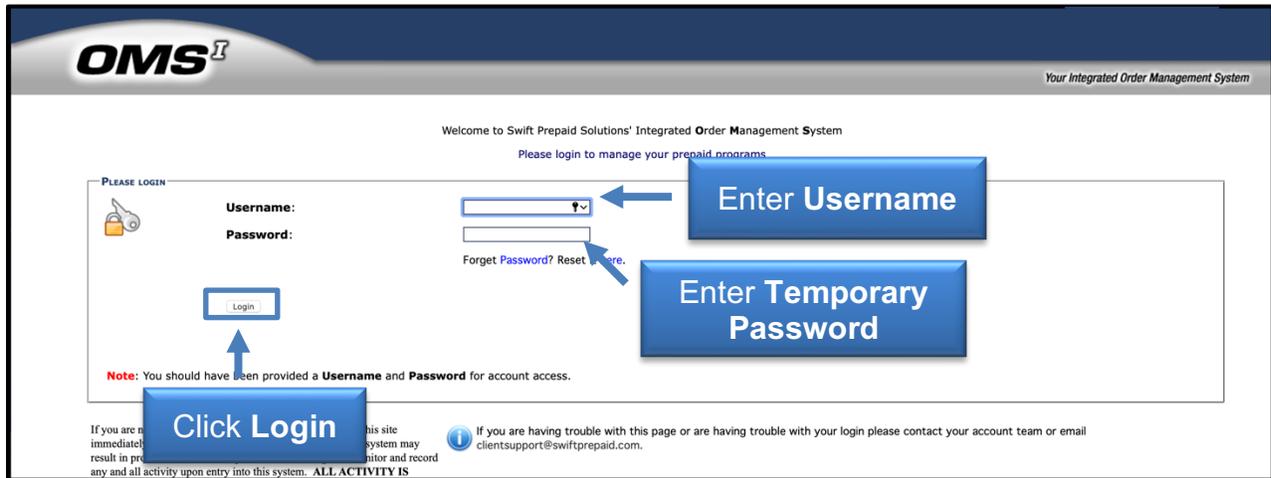




The Swift's Order Management System (OMSI) can be accessed from:

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

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



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**.



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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 visible with the tagline "Your Integrated Order Management System". Below the logo, there are navigation 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 # and Email Address fields. The Address field shows PAYMENT SERVICES, 3601 4TH ST, STOP 6209, LUBBOCK, TX-TEXAS, 79430. The Program Administrator information is also displayed. At the bottom, there are fields for Security Question (WHAT IS YOUR PET'S NAME), Security Answer, and Password (****) with a Change Password button. A blue callout box with the text "Verify Your Information" and an arrow points to the Phone # field.

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.

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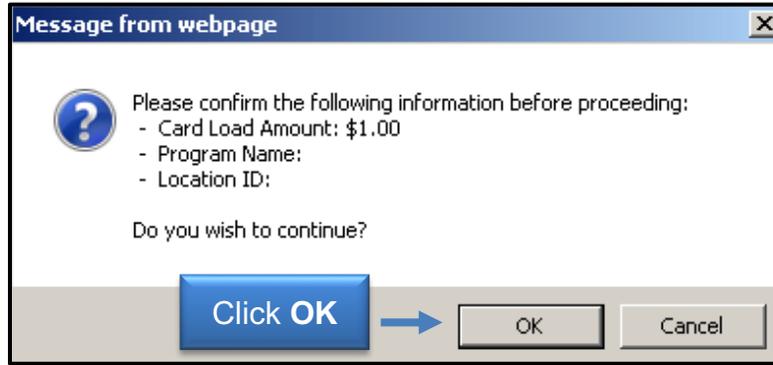
The screenshot shows the 'Main Menu' on the left with options: Manage Orders, Place New Orders, **Activate Cards**, and View History. A blue callout box with an arrow points to 'Activate Cards' with the text 'Click Activate Cards'. The main content area is titled 'SELECT A PRODUCT FOR CARD ACTIVATION/FUNDING > REQUEST CONFIRMATION'. It includes a 'Card Activation/Funding' section with instructions and a note. Below this are dropdown menus for 'Program' (TTUHSC_LUB) and 'Location ID' (LUB, TTUHSC LUBBOCK). A large blue callout box with an arrow points to the 'Enter Card Number to Activate' field with the text 'Enter Card Number to Activate & Funding'. The form also includes fields for 'Card Number to Activate' (four digit boxes) and 'Amount to fund' (one digit box).

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.

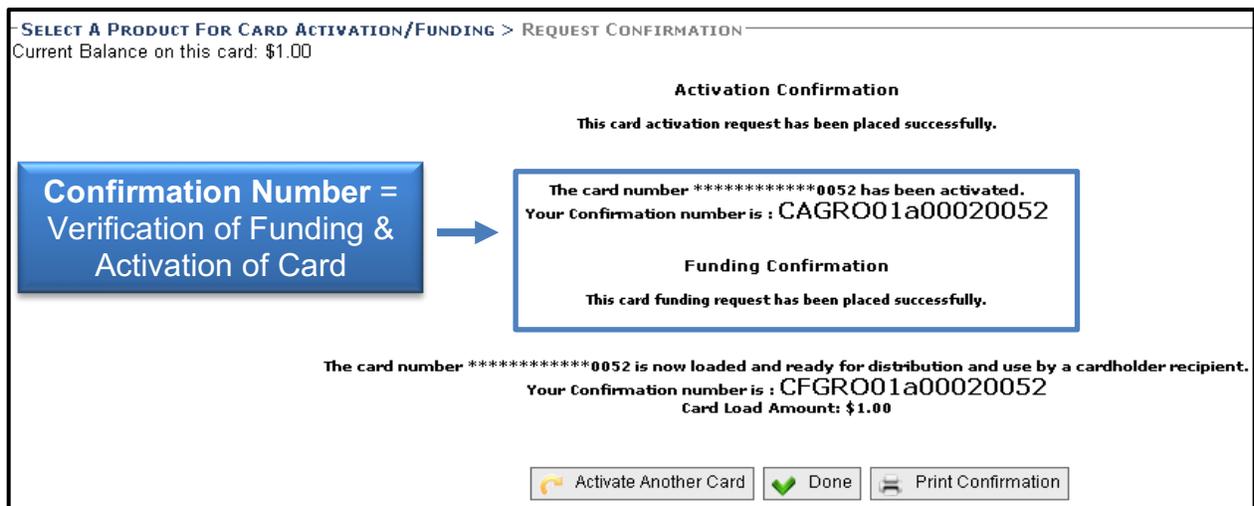
This screenshot shows the 'Enter Card Number to Activate' section with callouts for 'Card Number to Activate' and 'Amount to fund'. Below this is a large form with various fields, each with a red asterisk indicating it is required. A blue callout box with an arrow points to the 'First Name' field with the text 'Enter Required Information'. The fields include: 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.

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

(before 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.