



To access Swift's Order Management System (OMSI), type the following address into your internet browser: <https://omsi.swiftprepaid.com/default.aspx>

The 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 is a "PLEASE LOGIN" section with 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 are also links for "Forget Password?" and "Reset here.". A note at the bottom states: "Note: You should have been provided a Username and Password for account access." At the very bottom, there is a disclaimer: "If you are not authorized to use this site... ALL ACTIVITY IS RECORDED BY USER ID AND PASSWORD. DO NOT SHARE THIS INFORMATION WITH ANYONE."

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 "PLEASE LOGIN" section. A red message states: "YOUR PASSWORD HAS EXPIRED. PLEASE CHANGE YOUR PASSWORD:". Below this, there is a paragraph explaining PCI compliance and the need to change the password. 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 web application interface. At the top, the logo 'OMS I' is prominent, with the tagline 'Your Integrated Order Management System' below it. A navigation bar includes links for Home, Contact Us, FAQs, and Log Out. On the left, a 'Main Menu' sidebar lists options: Manage Orders, Place New Orders, Activate Cards, and View History. The central area shows a user profile with the following details:

Client ID:	TEX01
Your Name	TIFFANY
Company Name	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Location ID	LUB
Phone #	806-743-1724 Ext: UserExt
	<a href="#">Edit</a>
Email Address	TIFFANY. @TTUHSC.EDU
	<a href="#">Edit</a>
Address	PAYMENT SERVICES 3601 4TH ST STOP 6209 LUBBOCK, TX-TEXAS 79430
Program Administrator Program Admin Phone	806-743-7399 ext: ClientExt

Below the profile information, there are fields for 'Security Question' (WHAT IS YOUR PET'S NAME), 'Security Answer' (with an [Edit](#) link), and 'Password' (with a [Change Password](#) link). 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 Visa Card
2. First and last name of the participant

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

To activate a card, please swipe the card using your card reader to populate the account number. If you do not have a card reader, manually type in the account number

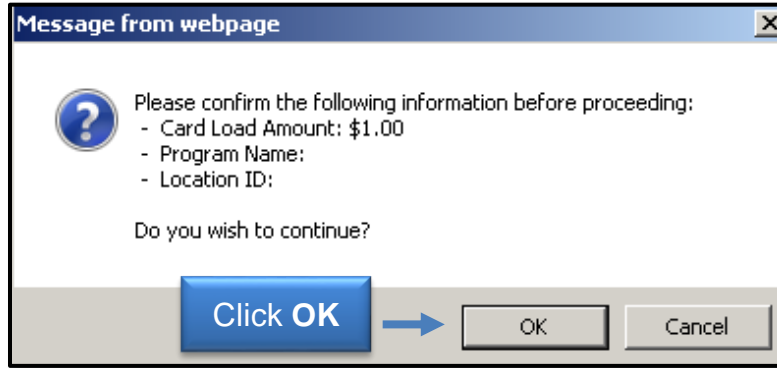
# Swift Card Training System

but please remember to double check the account number for accuracy before you continue.

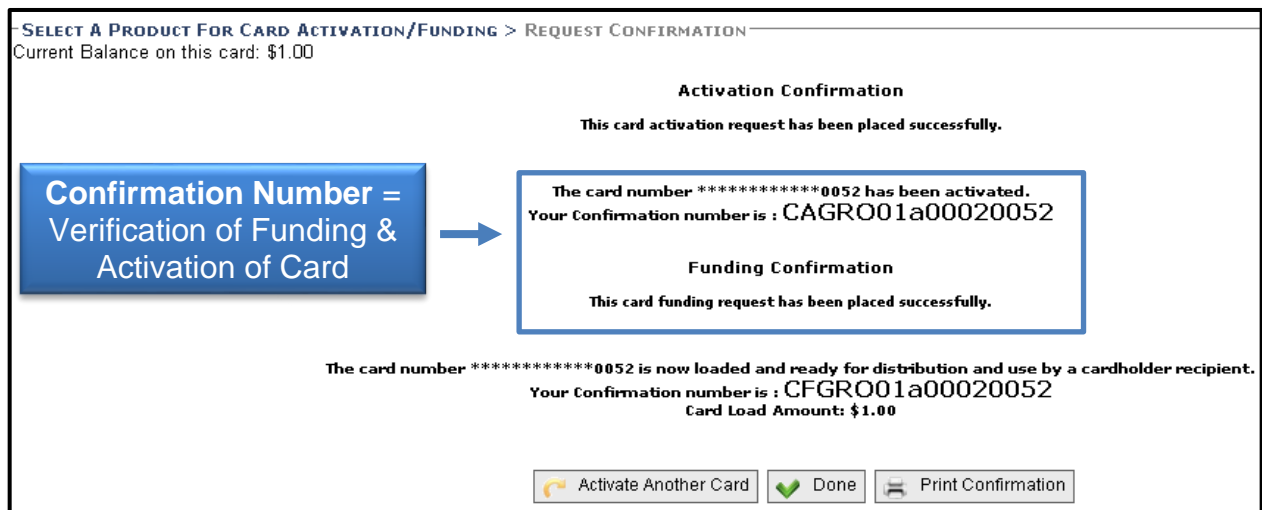
You will need to fill in the required fields to activate the card. A Social Security Number is required on cards funded with amounts more than \$25.

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: TTUHSC\_LUB  
 Location ID: LUB.TTUHSC LUBBOCK

Enter Card Number to Activate

Card Number to Activate: [ ] [ ] [ ] [ ]

Amount to fund: [ ]

Click Copy Previous → 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 Type.  
 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# for more information.

View History

Select a Program: ALL

Select a filter

Location ID: All  
 Filter Criteria: All  
 Run Filter

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: - ALL - Location: LUB Funded: From - To

Transaction Initiated By: - ALL - Card Number: [ ]

Search

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, please contact Accounts Payable at [swiftcard@ttuhsc.edu](mailto:swiftcard@ttuhsc.edu).