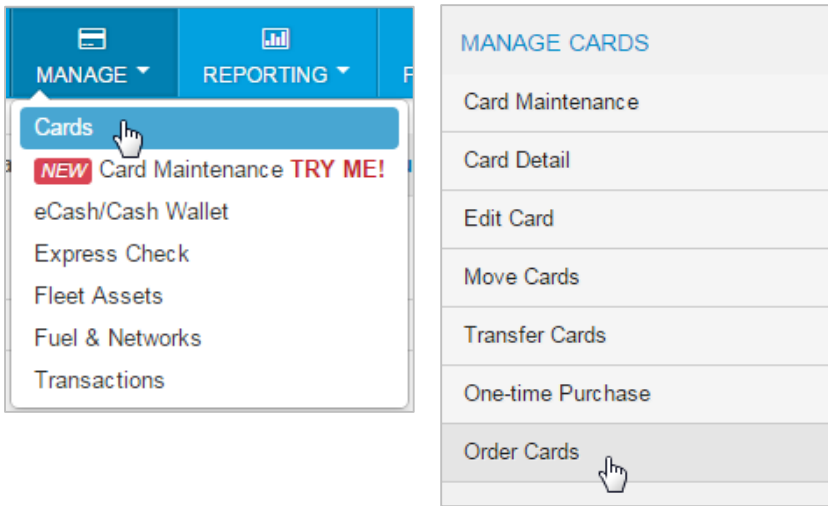# Ordering a Card (Proprietary)

iConnectData (ICD) > Manage > Cards > Order Cards

Follow the steps below to order a Comdata card.

1. On the ICD home page, select **Manage > Cards > Order Cards**.

2. If you have multiple customer IDs, the Card Maintenance page will display with a message stating that you must select a customer ID in order to proceed. Make your selection. If your account code only has one customer ID, skip to step 3.

3. On the Order a Card - Step 1 page, ensure the correct customer ID is selected. Then, select **Continue**.

   Note: If you need to apply a company profile to the card being ordered, select Order a Card from the left hand menu bar. The **Company Profile** field will then open for editing.

   Order a Card - Step 1

   Customer ID: 24719
   Company Profile:

   [Continue] [Cancel]

4. On the Order a Card – Step 2 page, enter all information needed to accurately issue your card. Fields denoted with a red asterisk are required.

   Use the radio buttons to select whether the card will be shipped to the address for the selected customer ID, account code, or a different address. Select **Confirm** at the bottom of the page when ready.

   Order a Card - Step 2
   *indicates a required field

   Customer ID: 99999
   Company Profile: 001 STANDARD
   Punch Card: Yes
   Employee Number:
   First Name: [   ] ?
   Last Name: [   ]
   Status: Blocked
   Unit Number: [   ]
   Trip Number: n/a
   Trailer Number: n/a
   Driver License Number: [   ]
   Driver License State/Province: [▼]

   *Address Information for Card Order

   Attention to: [PAUL PAULSON   ]
   Email Address: DRUM@GMAIL.COM

   ○ Customer ID Address:
   CS TRANSPORTATION TRAINING
   5301 MARYLAND WAY
   DO NOT DELETE
   BRENTWOOD, TN 370270000

   ○ Account Address:
   TRANSPORTATION TRAINING
   5501 MARYLAND WAY
   BRENTWOOD, TN 37027

   ○ Card Address:
   Company Name: [   ]
   Address 1: [   ]
   Miscellaneous Field:
   Not Printed on Shipper's Label: [   ]
   City: [   ]
   State / Province: [▼]
   ZIP / Postal Code: [   ]
   Country Code: [▼]

   NOTE: Card delivery will be by U.S. Postal Service, First Class mail.

   [Confirm] [Cancel]

5. In the Confirmation window, select **Continue** to complete your order, or select **Back** to close the window and edit your order.

> Please verify that you have entered the correct address information before proceeding. Any errors will delay your card order.
>
> **Continue**　**Back**

6. If you select **Continue**, the Card Order Confirmation page opens, displaying all details on your card order, including the full card number. Review and verify that the information is accurate. Select **Edit** to open the Edit a Card page and edit details on the card, select **Add** to place another order, or select **Return** to return to the Card Maintenance page.

Card Order Confirmation

Status:	Card Order was successful.
Account Code:	LV007
Customer ID:	24719
Company Profile:	001 STANDARD
Punch Card:	Yes
First Name:	
Last Name:	
Employee Number:	
Card Number:	5600000000000000
Card Expiration Date:	0000
Card Status:	Blocked
Unit Number:	
Trip Number:	
Trailer Number:	
Driver License Number:	
Driver License State/Province:	

Address Information for Card Order

Attention to:	PAUL PAULSON
Company Name:	CS TRANSPORTATION TRAINING
Address 1:	5301 MARYLAND WAY
Address 2:	**DO NOT DELETE**
City:	BRENTWOOD
State / Province:	TN
ZIP / Postal Code:	370270000
Country Code:	USA

Edit　**Add**　**Return**