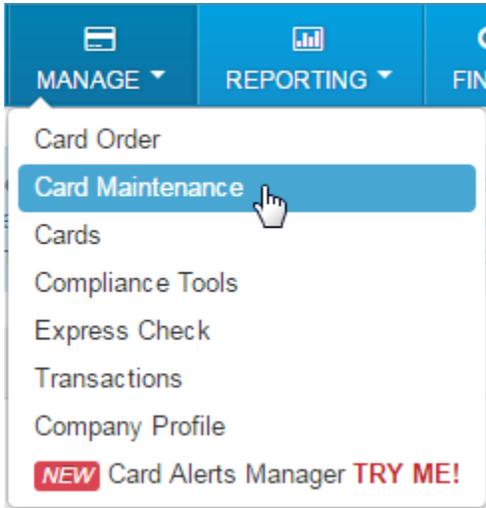


Resetting a PIN

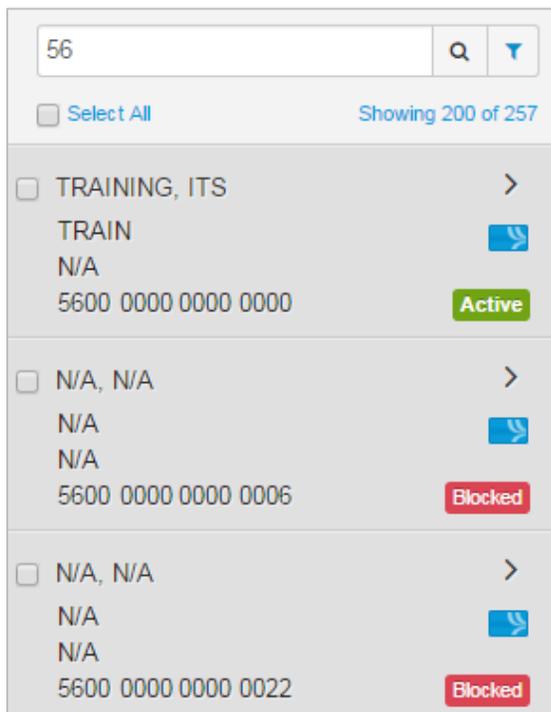
iConnectData (ICD) > Manage > Card Maintenance

Follow the steps below to reset the PIN (Personal Identification Number) on a card using ICD's New Card Maintenance. A PIN is also known as the Driver ID.

1. On the ICD home page, select **Manage > Card Maintenance**.



2. On the Card Maintenance page, use the search field to locate a card. You can search by any of the card's attributes (card number, cardholder name, customer ID, account code, etc.).



3. Click on the card to open the card's details.

The screenshot shows a sidebar on the left with a search bar containing '56' and a list of cards. The selected card is 'TRAINING, ITS' with card number '5600 0000 0000 0000' and status 'Active'. The main content area is titled 'BASIC INFORMATION' and contains the following details:

CARD NUMBER	5600000000000000	ACCOUNT ID	AU000
CUSTOMER ID	90000	CUSTOMER ID DESCRIPTION	SMALL FLEET
NAME	ITS	PROFILE	[001] STANDARD PURCHASING LIMITS
GL CODE TRANSACTION ASSIGNMENT PROFILE	Not Available	EMPLOYEE NUMBER	TRAIN
STATUS	Active	LAST ACTIVITY DATE/TIME	Not Available
EMAIL ADDRESS		MOBILE NUMBER	
COUNTRY CODE	US		

4. Scroll to the eCash/Cash Wallet section and click the **Click to Reset** button under **PIN Reset**.

The screenshot shows the 'ECASH/CASH WALLET' section with the following settings:

EXPRESS CASH	MAESTRO POS	VRU ACCESS
Yes	Express Cash	No
ATM ACCESS	EXPRESS CASH BALANCE	PIN RESET
Yes	\$0.00 (Edit Funds)	Click to Reset

Below this is the 'ECASH ACTIVITY' section with a table header:

Date/Time	Reference Number	Location	Trans Amount	Charges	Balance	Description
No activity found						

5. You will be asked to confirm resetting of the PIN. Click **Reset** to complete the reset. Once finished, inform the cardholder to call Comdata at 1-800-741-6060 to immediately set up a new PIN.

The dialog box is titled 'PIN RESET?' and contains the text: 'Are you sure you want to reset your PIN?'. A blue 'Reset' button is located at the bottom right of the dialog.