Ordering Multiple Cards (Proprietary)

iConnectData (ICD) > Manage > Cards > Order Cards

Follow the steps below to order multiple Proprietary cards. Your account *must be set up* for access to this feature, and your user profile will default to a one-card limit unless your access is set up to allow a higher order number.

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

MANAGE * REPORTING *	C FIN	
Virtual Card Setup Option		
New Card Order		
Cards June		
Card Maintenance eCash/Cash Wallet		
Express Check		
Fleet Assets		
Fuel & Networks NEW Card Alerts Manager TRY ME! SmartQ RFID SmartQ RFID		
		Transactions
Company Profile		

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

Card Maintenance	
	Please select a Customer ID before click 'Order Card'.
Account Number:	TE999 - XYZ COMPANY
Customer ID:	
Customer ID Drop Down Sort by:	Customer Name Customer ID Number
Customer ID Cross Reference:	•
Search By:	Employee/Vehicle Number
Council Maluer	Card Number Last Name
Search Value:	
	Submit
	If you leave Search Value blank and click "Submit", you'll get a Card List.

3. On the Order a Card - Step 1 page, select **Order Multiple Cards** from the left-hand menu bar.

Order a Card - Step 1	Card Maint
Customer ID: 24719	Card List/Search
Company Profile:	Card Detail
Continue Cancel	Edit a Card
	Card Options
	Company Standards
	Order a Card
	Order Multiple Cards

- 4. On the Multiple Card Delivery page, enter the required information to order your cards. Required fields are denoted by a red asterisk.
 - The maximum number of cards you can order for the selected account and customer ID displays next to the **Number of Cards** field.
 - Select **Confirm** at the bottom of the page when ready.

G (10	24710
Customer ID: Punch Cards:	
*Number of Cards:	Limit = 1
*Address Information for Card Order	
Attention to:	PAUL PAULSON
Email Address:	CARRIE.DRUMHELLER@GMAIL.COM
Customer ID Address:	CS TRANSPORTATION TRAINING 5301 MARYLAND WAY
	DO NOT DELETE
	BRENTWOOD, TN 370270000
Account Address:	5501 MARYLAND WAY BRENTWOOD, TN 37027
Card Address:	
Company Name:	
Address 1:	
Miscellaneous Field:	
Not Printed on Shipper's Label:	
City:	
State / Province:	T
ZIP / Postal Code:	
Country Codes	v
Country Code:	

Card Order Search

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



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

Card Order Confirmation		
	Status: Account Code: Customer ID: Punch Cards: Number of Cards: Card Numbers:	
Address Information for Card Order	Company Name: Address 1: Address 2:	STEVE RIS CSPEND TEST ACCOUNT 5301 MARYLAND WAY BRENTWOOD TN 37027