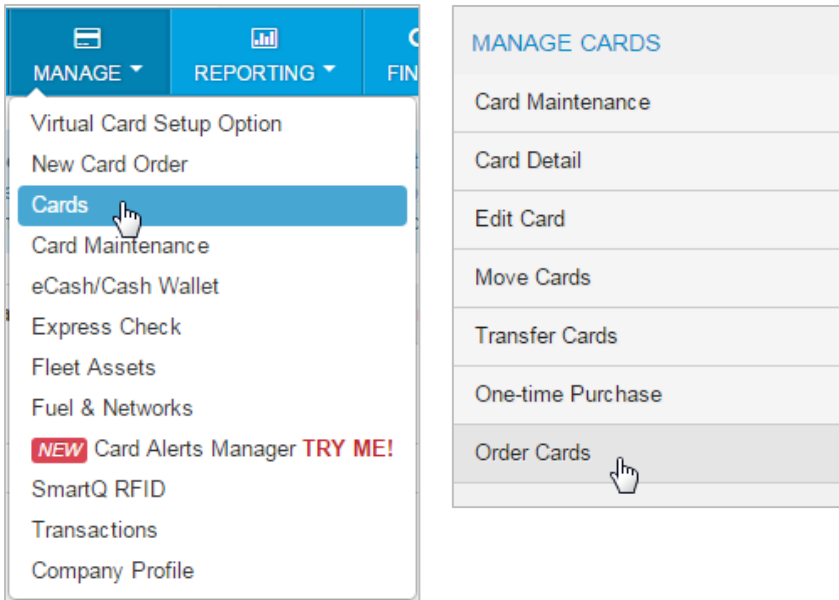


# Ordering Multiple Cards (Proprietary)

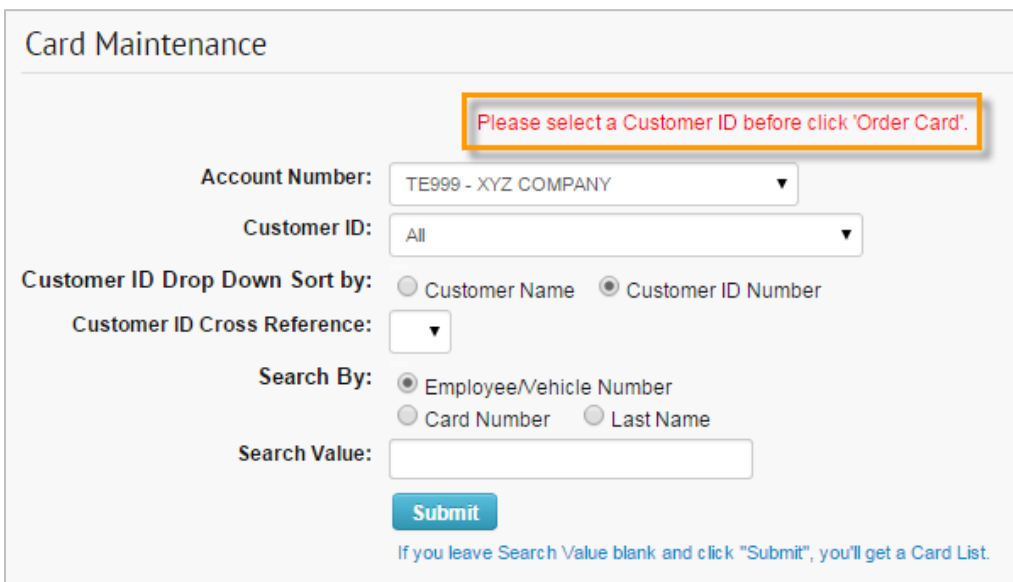
iConnectData (ICD) > Manage > Cards > Order Cards

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**.



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.



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

Order a Card - Step 1

Customer ID: 24719  
Company Profile:

Continue Cancel

**Card Maint**

- Card List/Search
- Card Detail
- Edit a Card
- Card Options
- Company Standards
- Order a Card
- Order Multiple Cards**
- Card Order Search

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.

Multiple Card Delivery

\*indicates a required field

Customer ID: 24719  
Punch Cards: Yes  
\*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: TRANSPORTATION TRAINING  
5501 MARYLAND WAY  
BRENTWOOD, TN 37027

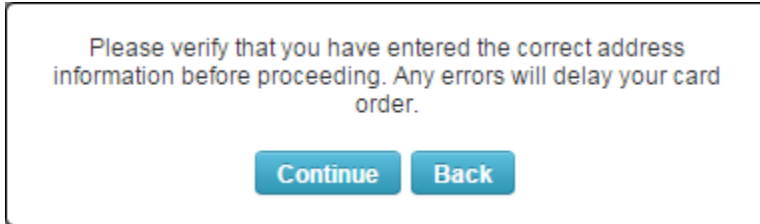
Card Address:

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

**IMPORTANT NOTE: Do not use a P.O. Box for the delivery address if ordering 50 or more cards.**

Confirm Cancel

- 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.

