CUMONEY® Visa®
Gift Card

Credit Union
Program Training
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Printed in the United States of America.
Prepaid Gift Card

A Prepaid Gift Card is a stored valued card that carries a VISA logo. It is not a debit card, as it is not linked to a checking or savings account. It is not a credit card, as the funds that can be spent are funds already placed on the card. This Gift Card is not reloadable. The transaction types allowed with Gift Cards are: Signature POS & PIN POS.

The Gift Card is an option for cardholders wanting to purchase a gift for someone but do not know what to purchase them. The Gift Card is more secure than cash and a convenient way to provide funds as a gift. In addition, Gift Cards have the added benefit of Zero Liability on all signature base fraudulent activity.
Contact Us

The Credit Union
For any questions or concerns, the Credit Union can contact the LSC Prepaid Customer Service team at 800-304-2273 option 4. The Credit Union may also email us at Prepaid@LSC.net. When calling the LSC customer service team you will be asked for the Code of the Day, this is to verify that you are calling from a credit union.

LSC is available from Monday - Friday (CST):
- Hawaii: 4:00am - 1:00pm
- Alaska: 5:00am - 2:00pm
- Pacific: 6:00am - 3:00pm
- Mountain: 7:00am - 4:00pm
- Central: 8:00am - 5:00pm
- Eastern: 9:00am - 6:00pm

The Member
The member can view/manage their accounts directly through the Consumer Card Access site (www.cumoney.com/gift) or by contacting their Customer Care number at 833-729-2843.
General Gift Card Information

- **Access Limits**
  - Min. load is $10 and the Max. is $1000
  - Signature POS
    - Daily limit: $1000
  - PIN POS
    - Daily limit: $1000

- **Fees**
  - $10 Refund/Unload fee
  - $10 Replacement fee
  - $5.00 Monthly inactivity cardholder fee after 12 consecutive months of non-usage
Gift Card Restrictions

- All internet gambling transactions are restricted
- Car Rentals, Hotels, and Hotel affiliations (gift shops, restaurants, etc.)
  - Transaction amount plus a $999 hold
- Gas Station/Pay at the pump
  - $75.00 preauthorization
- Restaurants and bars
  - Additional 20% for gratuity preauthorization
- Cruise Lines
  - 15% - 5 business day hold
- Taxi Cabs & Limos
  - 20% Preauthorization
- Beauty, Barber Shops, Health & Beauty Spas
  - 20% Preauthorization
OFAC Compliance

The Office of Foreign Assets Control, which is a division of the U.S. Department of the Treasury. It administers and enforces economic and trade sanctions against targeted foreign countries, terrorism sponsoring organizations and international narcotic traffickers based on U.S. foreign policy and national security goals. Financial institutions must monitor all financial transactions performed by or through them to detect those that involve any entity or person subject to the OFAC laws and regulations. Your responsibility, as the Credit Union, is to know the individuals purchasing Gift Cards from your institution. LSC does monitor reports from our processor in case anything should flag as suspicious. If a cardholder is flagged, LSC will run the questionable information through Patriot Guard. If the member fails the Patriot Guard search, a representative of our office will contact your office to verify the cardholder further.
Consumer Card Website
www.cumoney.com/gift
CUMONEY® Visa® Gift Cards

Easy to use | Secure | Convenient

Toll Free: 1-833-729-2843
Consumer Card Access Site

For your member to access their account online, they must go to www.cumoney.com/gift. Then they must enter their 16 digit gift card number.

• **My Profile** – lists cardholder and contact information
• **Card activity** – list all transaction activity
• **Statement** – made available on a monthly basis
• **Change PIN** – must know previous PIN
• **Change password** – changes password for online account login
• **Manage Accounts** – update their cardholder information
• **Alerts** – set them up via text or email
• **Card Activation** – activate replacement cards for lost/stolen cards
• **Card Controls** – suspend or reactivate Gift cards
• **Initiate disputes**
Credit Union Prepaid Access

www.lsc.net
### Users vs. Admin Roles

There are two sets of users on the LSC Prepaid Access site, Users and Administrators. As an administrator you will be assigned your own PIN. The permanent PIN will be used for various functions.

<table>
<thead>
<tr>
<th>Action</th>
<th>User</th>
<th>Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sell a Card</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Replace a Card</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View Code of the Day</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Change current Password</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Order/Cancel Gift Cards</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>View Reports</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Manage Locations</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Manage User List</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>(Add, delete users, and reset passwords)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant User administrative access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(must email <a href="mailto:prepaid@LSC.net">prepaid@LSC.net</a>)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Login to Prepaid Access

The Gift Card program was designed for simplicity and the Credit Union can perform all activity in house by logging into our LSC Prepaid Access site.

- Go to www.LSC.net
- Click on Tools
- Select Login to LSC Prepaid Access – then enter your credentials
- Follow the Multifactor Authentication process
Login to Prepaid Access

Multifactor Authentication

• Email enrollment
  ▪ Enter the email you want the code to be sent to
Login to Prepaid Access

Mobile Enrollment (Optional)
- One time passcode will be sent directly to your mobile device
- SKIP, if you wish to not enroll your mobile device
Login to Prepaid Access

Enter One-Time Passcode
- Check off Remember this Device (next login will not require the code)
Card ID

The Card ID will be on the outside of the card envelopes.

- Search and sell cards by Card ID in Prepaid Access
- Quickly access Card ID information in Prepaid Access without removing the card from the package

**Note when maintaining your card inventory:**

- Card ID is not sequential
- The sequence number below the QR code is in sequential order
Prepaid Access
Ordering Gift Cards
Order Gift Cards

To place a Gift Card order, the administrator must login to the Prepaid Access site:

- Go to the Gift Card tab
- Order Cards
- Select a card design
Select Card Packaging

Each Gift Card will come individually packaged in a carrier.

**Standard Card Carrier**

- No additional charge
- Gift Cards will come attached to a Letter sized 8x10 document. This document will have the printed Terms & Conditions for the Gift Card program.
Enter Quantity Requested

Once the carrier option has been selected:

- Enter the Quantity Requested – for that card design
  - There are **NO minimum orders**
- Select Add to Cart
  - A message will confirm that the cards have been added to your cart
- Order More Gift Cards
  - To order additional cards, go back to the gallery to choose another card design
- Proceed to Checkout
Select Shipping

- Select the shipping address (for credit unions with multiple locations)
- Select a shipping method (allow 1-2 business days for processing)
  - Standard 5-7 Business Days
  - Expedited 2-3 Business Days
- Confirm Request
Confirmation of Request

- Admin: Enter your PIN
- Submit Request
The Gallery II Card Request Sales Receipt will confirm the order was successfully placed. Receipts can be printed for your records.
Order Status

Under the Order Status Tab found under Gift Card

Admins will have the ability to:

- Cancel orders
- Track shipments
- Verify if an order was received.

<table>
<thead>
<tr>
<th>Gift Card</th>
<th>Reports</th>
<th>Marketing</th>
<th>Reference</th>
<th>Training</th>
<th>Administration</th>
<th>Ch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sell a Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record Mass Purchase</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replace a Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Status</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Order Status for SEG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cancelling an Order

Cancel a Card Order in the Order Not Yet processed section. To successfully cancel an order, it must be completed **BEFORE 12:15 CST**

- Check off Cancel
- Enter your Admin PIN
- Submit

A message will appear to confirm your order was cancelled successfully. The hyperlink in the message will give you a receipt for your records.
Tracking Card Shipment

Tracking information can be found in the *Orders Shipped* section

- Click on the tracking number
  - The tracking number link will take you to the UPS website and will provide full details on the ETA of your card order.
Receiving Card Order

Card orders will need to be verified and marked as received.

- Orders shipped
  - Check off Rec’d
  - Enter Admin PIN
  - Submit

The administrator must mark the cards as received before the cards can be sold. If they are not marked, an error will occur at the time of a sale.
Prepaid Access
Selling a Gift Card
Sell a Gift Card

Enter the Following information:
• Buyers Name
• Address, City, State and Zip Code
• Phone Number
• Card ID(s)
• Card Value
• Select Add Card
  • If the buyer is purchasing multiple gift cards, enter the next Card ID and value, and then click Add Card.
• Once the card(s) are added
• Confirm Purchase
Sell a Gift Card

Confirmation of Gift Card purchase:
- Verify the information was entered correctly
- Submit Purchase

The Gift Card Purchase Sales Receipt and transaction number will confirm the sale was completed successfully.
Mass Gift Card Purchase

A range of cards be loaded at one time for a buyer, as long as the card style and dollar amount are the same.

If you plan to use this feature, please keep your bundles in shipment order. The Card ID is not in order but the sequence order is. When you enter the Card ID, LSC is translating this to a sequence number.
Check a Gift Card Balance

Gift Tab
- Gift Card Balance
- Search by card number

Gift Card Balance

Card Number Search
Enter Card Number to Retrieve Balance: ***** 901121

Purchaser Information
Name: Tester Tester
Address: 123 Main St
City: Geneva
State: IL 60134
Phone: 630-987-9876
E-Mail: abc.xyz@att.net

Card Information

<table>
<thead>
<tr>
<th>Original Sale Amount</th>
<th>Date Sold</th>
<th>Status</th>
<th>Current Card Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$101.00</td>
<td>9/5/2018</td>
<td>Card Issued</td>
<td>$299.00</td>
</tr>
</tbody>
</table>

Contact Us - 800-304-2273 opt 4 - Prepaid@ls.com
Card Refund/Unload

1. Search for the Card to Refund

```
<table>
<thead>
<tr>
<th>Search for Card Number to Refund:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Card Number of Card to Refund:</td>
</tr>
</tbody>
</table>
```

2. Confirm the refund for the entered card

```
<table>
<thead>
<tr>
<th>Purchaser Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Sold</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td>10/21/2018</td>
</tr>
</tbody>
</table>
```

3. CU will need to confirm refund a 2nd time. A receipt will confirm that the refund was completed successfully.

```
<table>
<thead>
<tr>
<th>Purchaser Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Sale Amount</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>$101.00</td>
</tr>
</tbody>
</table>
```

Your Credit Union will be credited the Current Card Balance minus the Fee.
Card Replacement

When a Gift Card is Lost or Stolen, the cardholder must call their Customer Service number that is listed on their disclosure (833-729-2843) to block their card. If the member contacts the Credit Union, then the Credit Union can Call LSC Customer Service to place a block on the card.

In order for your Member to receive their replacement, they may request a replacement through the VRU toll-free number or request a Replacement at the Credit Union. Replacements via the VRU will be mailed to the Buyers address on record.

- Go to Gift Card
- Replace a Gift Card
- Search by Purchaser name
- Select the Card Number

<table>
<thead>
<tr>
<th>Buyer Name</th>
<th>Card Type</th>
<th>Card Number</th>
<th>Initial Card Value</th>
<th>Purchase Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colored Pencils</td>
<td></td>
<td>******960728</td>
<td></td>
<td>09/10/2018</td>
</tr>
<tr>
<td>Birthday Party</td>
<td></td>
<td>******02860</td>
<td>15.00</td>
<td>09/07/2018</td>
</tr>
<tr>
<td>Blue Burst</td>
<td></td>
<td>*****<em>00007</em></td>
<td>200.00</td>
<td>12/07/2017</td>
</tr>
<tr>
<td>Silver Gift</td>
<td></td>
<td>******937437</td>
<td>25.00</td>
<td>09/07/2018</td>
</tr>
</tbody>
</table>
Card Replacement

The Purchaser information and original card information will show for your reference. ONLY the current balance will transfer, minus the $10 replacement card fee.

Record Card Replacement:
- Enter Replace Card ID
- Select Reason for Replacement
- Enter Optional Notes
- Confirm Replacement

<table>
<thead>
<tr>
<th>Purchaser Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Original Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
</tr>
<tr>
<td>Card Number</td>
</tr>
<tr>
<td>Exp Date</td>
</tr>
<tr>
<td>Current Balance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Replacement Card ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000000000017985</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lost, Stolen, Expired, Damaged</td>
</tr>
</tbody>
</table>

There will be a $10 fee removed from the replacement card balance.
Card Replacement

Confirm Replacement details on page. If replacement information is correct

- Submit Replacement.

Gift Card Replacement Sales Receipt confirms that the replacement was submitted successfully.

_Funds will be transferred immediately._
Prepaid Access
Branch Inventory/Deactivation
Prepaid Access Branch Inventory

Branch to branch inventory transfer access to credit unions
Gift Card Deactivation

Administrators will have the ability to deactivate gift cards through Prepaid Access.

- Search by Card ID or Card Type
- Select Cards to Deactivate
- Enter Admin PIN
- Click on Deactivate

Please note: Once a card(s) are deactivated, this process is not reversible. Deactivated card stock will need to be destroyed.
Prepaid Access
Reports
Gift Card Reports

All Administrators have access to reports through the Prepaid Access Site.

- Go to Report
- Gift Card
- Select a Report
  - *Daily Monetary Activity*
  - *Sold Gift Cards*
  - *Card Inventory*
  - *Card Orders*
- Select Transaction Dates
  - Today
  - Yesterday
  - 30,90,180 Days
  - Last Year
  - YTD
  - Custom Dates
- Generate Report
Daily Monetary Activity

The Daily Monetary Activity report shows all of the financial activity processed on the LSC Prepaid Access Site.

- Card Plastic Fee’s (Card Requests)
- Load Values (Card Purchases)
- Cancellations
- Marketing Material Orders

---

### Daily Gift Card Activity Report

<table>
<thead>
<tr>
<th>Date</th>
<th># Cards</th>
<th>Charge</th>
<th>Shipping</th>
<th># Cards</th>
<th>Value</th>
<th># Cards</th>
<th>Charge</th>
<th>Shipping</th>
<th>Marketing Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2/2015</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
<td>50.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7/7/2015</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>3</td>
<td>200.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7/9/2015</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>10</td>
<td>500.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>7/9/2015</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>1</td>
<td>50.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Grand Totals: 0 0.00 0.00 15 800.00 0 0.00 0.00 0.00

Shipping charges where zero (0), will be charged at cost with the month-end card purchase invoice.
Card Inventory

The Card Inventory Report shows all of the available cards the credit union has for sale.

- Type of card
- Card Numbers
- Expiration Dates
- Which Locations (if Multiple Locations)

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>CARD TYPE</th>
<th># OF CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1807 West Diehl Rd., Naperville, IL, 60563</td>
<td>Garden Party</td>
<td>1</td>
</tr>
<tr>
<td>1807 West Diehl Rd., Naperville, IL, 60563</td>
<td>Gingerbread Man</td>
<td>10</td>
</tr>
<tr>
<td>1807 West Diehl Rd., Naperville, IL, 60563</td>
<td>Gingerbread Man</td>
<td>4</td>
</tr>
<tr>
<td>1807 West Diehl Rd., Naperville, IL, 60563</td>
<td>Lavender</td>
<td>1</td>
</tr>
</tbody>
</table>

### Available Cards

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Exp</th>
<th>Order #</th>
<th>Card Qty</th>
<th>Ship Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garden Party</td>
<td>09/2025</td>
<td>1410</td>
<td>1</td>
<td>8/29/2018 12:00:00 AM</td>
</tr>
<tr>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>4973</td>
<td>10</td>
<td>10/23/2018 12:00:00 AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Row #</th>
<th>Card Type</th>
<th>Exp</th>
<th>Card ID</th>
<th>Sequence Number</th>
<th>Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Garden Party</td>
<td>09/2025</td>
<td>91675</td>
<td></td>
<td>09/2025</td>
</tr>
<tr>
<td>2</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>94526</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>3</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>37652</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>4</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>709126</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>5</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>782027</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>6</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>177383</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>7</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>544228</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>8</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>644796</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>9</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>716023</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>10</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>556808</td>
<td>000000X</td>
<td>11/2025</td>
</tr>
<tr>
<td>+</td>
<td>Gingerbread Man</td>
<td>11/2025</td>
<td>4975</td>
<td>4</td>
<td>10/25/2018 12:00:00 AM</td>
</tr>
<tr>
<td>+</td>
<td>Lavender</td>
<td>09/2025</td>
<td>1410</td>
<td>1</td>
<td>8/29/2018 12:00:00 AM</td>
</tr>
</tbody>
</table>
The Sold Gift Cards report will show all Gift Cards that were sold in detail. 
- Check ALL card types when generating report
- Transaction number
- Recorded by (who sold the card)
- Date of Sale
- Buyer Name
- Card type
- Card Number
- Value

### Sold Gift Cards Report

<table>
<thead>
<tr>
<th>#</th>
<th>Recorded By</th>
<th>Date</th>
<th>Buyer</th>
<th>Card Type</th>
<th>Card Number</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2240779</td>
<td>Lynn O'Connor</td>
<td>7/7/2015</td>
<td>Christina Janik</td>
<td>Congratulations Cork</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Purchase Total</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>2240784</td>
<td>Lynn O'Connor</td>
<td>7/7/2015</td>
<td>Kristina Michel</td>
<td>US Currency</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>US Currency</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Purchase Total</td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

**Total Sales**: 200.00
Card Orders

Card Orders report will show all of the Gift Card orders and status:

- Pending Orders
- Received Orders
- Cancelled Orders

<table>
<thead>
<tr>
<th>Card</th>
<th>Reports</th>
<th>Marketing</th>
<th>Reference</th>
<th>Training</th>
<th>Administration</th>
<th>Change Password</th>
<th>Code of the Day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Pending Orders**

There are no pending orders to display

**Received Orders**

<table>
<thead>
<tr>
<th>CONTRIBUTION #</th>
<th>CU NAME</th>
<th>ADDRESS DESCRIPTION</th>
<th>ADDRESS</th>
<th>REQUEST #</th>
<th>REQUESTED BY</th>
<th>REQUESTED DATE</th>
<th>PROGRAM</th>
<th>CARD TYPE</th>
<th>CARRIER TYPE</th>
<th>PER CARD COST</th>
<th>PER CARRIERS COST</th>
<th>QTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>27851</td>
<td>ECUL</td>
<td>1807 W. Devon Rd</td>
<td>Naperville, IL</td>
<td>50781</td>
<td>Martha</td>
<td>2/21/2018 4:23:48 PM</td>
<td>Prepaid Gift Cards</td>
<td>Standard</td>
<td>1.25</td>
<td>0.00</td>
<td>1</td>
<td>1.25</td>
<td></td>
</tr>
</tbody>
</table>

**Cancelled Orders**

There are no cancelled orders to display
Reference

**Contact Numbers** lists all of the toll free Prepaid Customer Care numbers

**Teller Quick Reference** shows a comparison of each of the Prepaid programs

**Important Message** references back to the message board found on the initial login screen

**CU FAQs** link lists all the most frequently asked questions for each Prepaid program

**Lost/Stolen Procedures** goes through this process for each program type

**Gallery II Designs** has PDFs of each plastic card and greeting card design that are separated by each program type

**Prepaid Terms and Conditions** a copy of the T’s & C’s in an electronic format for each program
Card Destruction

All Visa Gift Cards are issued to the Credit Union with a seven year expiration date. In 2009 the Card Act requires all Visa Gift Cards to have a minimum five year expiration date when sold to a consumer.

LSC gives Credit Unions two years to sell the cards before the cards are no longer valid. If any of your Gift Cards have reached a five year expiration date you must properly destroy the cards because of their invalid status. Credit Union Administrators will deactivate cards with less than a 5 year expiration date through the Deactivation function in Prepaid Access.

### Find Gift Card to Deactivate

<table>
<thead>
<tr>
<th>PS</th>
<th>Gift Card</th>
<th>Everyday Spend</th>
<th>TravelMoney</th>
<th>NewGen</th>
<th>Reports</th>
<th>Marketing</th>
<th>Refer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Options</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Card Type</strong></td>
<td><strong>Card ID</strong></td>
<td><strong>Sort By</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td></td>
<td>Card Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Select All</strong></td>
<td><strong>Clear All</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reason for Deactivation</strong></td>
<td><strong>PIN# for Validation:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deactivate</strong></td>
<td><strong>Card Type</strong></td>
<td><strong>Card ID</strong></td>
<td><strong>Card Number</strong></td>
<td><strong>Exp Date</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Football</td>
<td>0000</td>
<td>*****</td>
<td>2025/09</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>Football</td>
<td>0000</td>
<td>*****</td>
<td>2025/09</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Football</td>
<td>0000</td>
<td>*****</td>
<td>2025/09</td>
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</tr>
<tr>
<td></td>
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<td>2025/09</td>
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<td></td>
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</tr>
<tr>
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<td>2025/09</td>
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<td></td>
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</tr>
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<td></td>
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<td>0000</td>
<td>*****</td>
<td>2025/09</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Prepaid Access
Administration
Managing Locations

Administrator can Manage Locations

- Location Name
- Address, City, State, and Zip Code
- Phone and Fax Number
- Check Active Box
- Enter Admin PIN for confirmation
- Select Add

Uncheck Active to remove a location
Manager User List – Add User

Add a New User:

- Select Add New User (in the right hand corner)
- Enter User Information
  - First and Last Name
  - Phone and Fax Number
  - E-Mail Address
- Enter Account Information
  - Account ID (Ex: First.Lastname)
  - Password, then Confirm (Ex: Season@YYYY)
- User Roles
  - Check off Prepaid Gift Cards
  - Select Create User
Manager User List – Delete User

Delete a User:
- Select Delete (on the far right corner of the User)
  - It will prompt to Delete User Information
- Select Delete User
Manager User List – Update User

**Update a User:**
- Select the Account ID
- Enter temporary password & confirm
- Check off Require Password Change on Next Login
- Select Update User
Marketing

LSC offers Marketing Materials to help sell and promote the LSC Gift Card program. We have different options; posters, table tents, and brochures. We also have Gift Card Holders for the card to be placed in, $3.75 per pack of 25.

Please submit Marketing Material requests to: Prepaid@lsc.net
Training

Training materials are available for the credit union for all of the Prepaid programs. Materials can be used to train new staff or as a refresher to the program.

The credit union can also contact LSC to schedule a live training by emailing: Prepaid@lsc.net
Change Password

This option is for ALL Users who want to change their password; you must know your password.
The Code of the Day is a security feature that LSC uses to verify that you are calling from a Credit Union, and that you are a current employee.
LSC Web Reports
Invoices and Other Gift Card Reports
LSC Web Reports Site

The website is a completely separate website from our LSC Prepaid Access site. The login information is separate Account ID and Password. When logging into this website, you will be retrieving your Gift Card invoice and reports.

For new credit unions, there will be a designated person set up as the administrator on the site. The administrator will set up any additional users to this site.

If your Credit Union has not been set up with an Administrator, please contact LSC customer service to have the set up form e-mailed to you.
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LSC Web Reports – Home Page

The HOME Tab (Dashboard)

Once you’re logged into the site, you will be directed to the Home Page (Dashboard). On the Home Page you will see updates, announcements, and My History. The history section is a list of reports you have previously browsed.

- **Browse by Report will show most recent reports you have available.**
- **Browse by Date will show reports you have available for specified date entered.**
LSC Web Reports – My Profile

A pop up of your Profile will appear. This is where you can update your information, and change your password, if needed (must know current password).
LSC Web Reports – User Tab

The Administrators for LSC Web Reports will have the ability to add additional users to the site.

Create New User:
- Personal Information
  - Email Address (will be used as their Account ID)
  - Password
  - First and Last Name
- Privileges and Duties
  - Check off Admin or User
    - Admins have the ability to Add additional Users
  - Check off Prepaid, Invoices, and Documentation
- Submit
Pre-Deactivation Report
This report will generate if you have any Gift Card in your inventory that are coming close to the 5 years expiration. Users will receive an e-mail notification that this report is available.
LSC Settlements

All financial activity will generate a debit or a credit towards the corporate account provided to your credit union provided to LSC.

Daily ACH Settlement
This will come through as one financial transaction with a total debits and credits for the entire day. The ACH settlement has a two business day lag time.

Daily Fees
- Card Load Values
- Marketing Material orders plus Shipping fees

Monthly Billing

The invoice will be available for you to view on the LSC Web Reports site. This website is a completely separate site from our Prepaid Access site. You will need to be set up with separate login for the LSC Web Reports site. The monthly billing will consist of any card inventory that has been ordered.

Billing Fees
- Card Costs
  - $1.25.00 x Gift Card plus Shipping
- CT, HI, VT
  - $3.00 x Gift Card plus shipping

Branded Gift Card program
- Visa Annual BIN fee
  - $100 billed in December
LSC Web Reports – Invoice

**Instant Issue Prepaid Debit Invoice**
This is a monthly invoice; the credit union will receive one for any gift card orders that were placed in the previous month.

- **All Versions** option
  - View previous invoices
- Invoices will include descriptions, quantity, price, and totals
This monthly Code of the Day report is for credit union convenience. Instead of having to login each time for the COD, this report can be printed and kept in a secure location.
Thank You!

If you have any questions or concerns please contact LSC. 800-304-2273 option 4 for Prepaid Prepaid@lsc.net