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Modify, Cancel, or Suspend a T-Card in TCS

Only the Department Card Manager (DCM) or DCM Delegate can modify, cancel, or suspend a Travel Card (T-Card).

NOTE: A DCM or DCM Delegate cannot transfer a T-Card to another unit. It must be canceled by following the steps under Cancel a T-Card.

Modify a T-Card

Step	Task
1.	Login to the **T-Card Solution (TCS)** system at https://appserv6.admin.uillinois.edu/tcard/.
2.	Click the **Card Holder Maintenance** link.
3.	Enter the Cardholder's **University Identification Number (UIN).**
4.	Press the ENTER key, or click the **Search** button.
5.	Select any segment of the Cardholder's information to view the details.
6.	Click a tab, such as **Cardholder Information** or **Card Parameters,** to modify the information.
7.	Enter or select the new or updated information.
8.	Click the **Comments** tab, and type comments indicating what was changed or updated.
9.	Click the **Submit** button.
10.	Click the **Back to List** button. **NOTE:** The Cardholder's status changes to *To Be Modified.*
11.	Click the **Logout** link to exit.

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Cancel a T-Card

Step	Task
1.	Login to *TCS*.
2.	Click the **Card Holder Maintenance** link.
3.	Enter the Cardholder's **University Identification Number (UIN).**
4.	Press the ENTER key, or click the **Search** button.
5.	Select the Cardholder's name.
6.	Click the **Card Parameters** tab.
7.	Select **To Be Deleted** from the **Status** menu.
8.	Click the **Comments** tab, and type comments indicating what was changed or updated.
9.	Click the **Submit** button.
10.	Click the **Logout** link to exit.

Suspend a T-Card

To suspend a T-Card, email UPAY Card Services at cco@uillinois.edu with the Cardholder's full name and UIN, the reason for suspension, and a date to reinstate the T-Card.

For more information, contact UPAY Card Services at:
Phone: (217) 244-9300 or (800) 260-9113
Fax: (217) 239-6735
Email: cco@uillinois.edu