Search for a T-Card in TCS

Only the Department Card Manager (DCM) or DCM Delegate can perform searches in the T-Card Solution (TCS) system.

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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<tbody>
<tr>
<td>1.</td>
<td>Login to the TCS system at <a href="https://appserv6.admin.uillinois.edu/tcard/">https://appserv6.admin.uillinois.edu/tcard/</a>.</td>
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<tr>
<td>2.</td>
<td>Click the Card Holder Maintenance link.</td>
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</tbody>
</table>
| 3.   | In the Cardholder Information section:  
|      | - Enter the employee’s name or University Identification Number (UIN) in the Name or UIN field.  
|      | - Leave all fields blank to find all employees in the assigned org(s).  
|      | - Select Active from the Status menu in the Card Parameters section to see all active Cardholders. |
| 4.   | Press the ENTER key, or click the Search button. |
| 5.   | Select any segment of the employee information listed to view the details. |
| 6.   | Click the Reset or Back to Search button to conduct another search. |
| 7.   | Click the Logout link to exit. |

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