

## Process New Applications

The Department Card Manager (DCM) and Delegate can process new applications.

Step	Task
1.	Login to the <b>P-Card Software</b> .
2.	Select <b>P-Cards</b> from the <b>Manager</b> menu.
3.	Click the <b>Add a New Card</b> button.
4.	<p>Enter the employee's University Identification Number (UIN) in the <b>UIN</b> field and press the TAB key or click the <b>Find</b> button and the following fields will be populated:</p> <ul style="list-style-type: none"> <li>• <b>Name</b></li> <li>• <b>Name on Card</b></li> <li>• <b>Home Dept.</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Home COA</b></li> <li>• <b>Merch Cd Profile</b></li> <li>• <b>Daily Number Limit</b></li> <li>• <b>Monthly Num Limit</b></li> </ul> <p><b>NOTE:</b> Do not enter the employee name in the <b>Name</b> field. If the field does not populate, contact UPAY Card Services for assistance.</p>
5.	<p>Enter employee information from the <b>P-Card Application Information Form</b> in the remaining fields.</p> <p><b>NOTE:</b> Enter the last name <i>or</i> UIN in the Reconciler, Approver, and Department Manager field and press the TAB key to select an employee for the role. Click the <b>Load</b> icon to select the employee, if applicable.</p>
6.	Enter the employee's UIN in the <b>Ship-To</b> section and press TAB key to populate the campus address.
7.	Update the campus address to include Street Number, Room Number, Mail Code or Mail Stop, City, State, and Zip Code or the card will not be delivered.
8.	Enter a comment in the <b>Comments</b> field, if needed.
9.	Select <b>Generate Application</b> from the <b>Status</b> menu.
10.	Click the <b>Save Changes</b> button.
11.	Select <b>Log Off</b> from the <b>File</b> menu.

Please contact [UPAY Card Services](#) should you have any questions.

### UPAY Card Services

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