

CardSmith Administrative Interface Manual

Table of Contents	Page(s)
Basic Cardholder Maintenance	
How to query a cardholder	3-4
How to view a full card number	5-6
How to view transactions	7-8
How to view account details	9
Posting Payments	
How to post a credit card payment	10-11
How to post a single check or cash payment	12
How to post a batch of check or cash payments	13-14
How to run the check audit report	15
Advanced Cardholder Maintenance	
How to add a new cardholder in the host	17-17
Assign accounts	18-19
Add card number	20
How to add a new card number to a cardholder in the host	21-22
How to suspend a card number assigned to a cardholder	23
How to re-activate a suspended card	24
<u>Dining / Meal Plan Process</u>	
How to manually assign a meal plan	25-26
Changing meal plan election	27-28

How to Query a Cardholder Record via the Administrative Interface

The second second second second			and the local sector	1
https://cardsmith.	campuscardcenter.com/dvh/iogin.html		M 📫 🤧 X	Google
Y ·	Web Search Bookmarks - F Settings	• Generation Mail • • MySpace News •		
Google G +	🤟 Go 🐖 🌮 🖌 🏠 Bookmai	rks• 🦈 Check • 🐘 A transf • 📲 Autorial 🍙 Send to• 🔒	1	Setting:
🕸 🕫 🌾 CardSmith LLC	- Ext 🌾 CardSmith Dynami 🗵			• 📄 <u>P</u> age • 🔘 T <u>o</u> ok • 🔞 • 📖
-				
	C			
r CARD	SMITH			
		Please login		
		Heernamer		
		Paceword:		
		Login		

1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.

CardSmith Dynamic Value Host] - Windows Internet Explorer		
C + C https://cardsmth.campuscardcenter.com/dvh/	- A Kara	(Q)
Be £dt yew Favortes Tools jedp ∑27) Settings
🖌 🏟 🙁 • 🖉 CardSmith LLC - Ext. 🔔 🖉 CardSmith Dynami a	@ • Ⅲ ₩ • 🖓 Bage • 🕽	Tools * @ * II. 4
	You're logged (Su	d in as scampbell usannah Campbell (logout)
Jan 15, 2005 Ratedo Alla Users Transactions Cardholder :: List :: New Issuer Management Jens and Rules		
Merchants		

- 2. Click 'Cardholder' on the left navigation bar (LNB)
- 3. Click 'Search" on the LNB

 Chttps://cardsmth.campuscardcenter.com/dvh/cardhoider/searc 	h.htmi	* 🔒 🕂 X Sooge 👂 -
Be Edit View Favorites Tools Help		
Coogle C+	Bookmarks- "Check - AutoFil Send to-	Settings-
🔗 🖂 • 🕫 CardSmith LLC - Ext. 🔔 🖉 CardSmith Dynami 🗉		월 · 표 · · · · · · · · · · · · · · · · ·
CARDSMITH		You're logoel in an scanaphell (Susannah Campbol) (logout)
	Cardholder Sea	rch
Jan 18, 2009	First Name:	
1.35.02 AM	Last Name:	
Users	Cont Number	
Transactions	Card Number:	
Cardholder	Student Id:	
: List	Program Name:	
:: Search		
:: New	Search >>	
issuer Management		
Plans and Rules		

4. Enter at least one search-criteria and Click 'Search'



5. Click on the desired cardholder record from the Cardholder Search Result list.

How to View the Full Card Number Assigned To A Cardholder

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. Click 'Manage Cards'

· https://cardsmth.campa			الكالي ا
a contraction of the second se	scardcenter.com/dvh/cardholder/manage_cards.html	- A + × -	P -
He Edit View Favorites Tools H	KID		
Coosle G-	C web search → p Bookmarks + → Settings + → Messenger + ⊘ Mail + ● MySpace ⊘ News + → Go + ⊘ B + ☆ Bookmarks + ⇒ Check + → → A Send to + △		Q Settings-
🖌 🐼 🔹 🖉 CardSmith LLC - Ext	CardSmith CardhoL. * CardSmith Dynamic V	G • E ₩ • 🖓 Bage • D T	pois • 🛛 • 🔟 🖄
Weicome back Student: Jan 15, 2003	MITH" Manage Cards Student Teat Issuer: CardSmith Teat Issuer WardsA21		
Account Summary	>Actd New		
Add Value			
Manage Cards	Card #: XXXXX.3000X.3000X.3459		
Profile	Card Status : Active		
Search Cardholder	Valid Dates : 01/14/2009 (7/31/2019		
Back	Last Used :		
	> Status Card > Edit Card > Delete Card		

4. Click 'Edit Card'

- https://cardsmth.campusci	ardcenter.com/dvh/cardho	ider/manage_cards_edit.)	itmi				. Q .
Be Edit Vew Favorites Tools Hell	v Web Search → 🏟 Bookm 👻 Go → 💕 🛃	arks • 11 Settings • 🥥 • 🏠 Bookmarks•	Messenger • 😒 Mail •	MySpace D News	d to		Q Settings-
a 🙆 🙁 - 🎜 CardSmith LLC - Ext	CardSmth CardhoL.	🗧 😸 CardSmith Dynam	яс ү			9 • 12 ₩ • 2) Bige • 0	Tools • 🛛 • 🕮 🖏
Weicome back Student: Jan 15, 200 8-51 AM	MITH" Manage Ca Student Test Issuer: CardSmi Student Id: 9876	ards - Edit					
Add Value	Card Inform	mation					
Manage Cards	Card #	603050909 1110450					
Profile	Card Status	Active					
Search Cardholder Back	Security Code	321					
	Start Date	01/14/2009	(mm/dd/yyyy)				
	End Date :	07/31/2019	(mm/dd/yyyy)				
	Last Used	Statue	_	Card Activatio	on Statue		
	issuance a	Jiaius		Gard Activatio	in Status		

5. Full Card Number & Security Code are displayed

How to View Transactions

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. Click View Transactions

CardSmith Cardholder Website - Wind	ows Internet Explorer	
O • Chttps://cardsmth.campuscardce	nter.com/dvh/account/accountList.html	4 4 8 2000 P
Ele Edit View Favorites Iools Help	the second s	
Constr. C.	Disearch Q Bookmarks + 1 Settings + Q Messenger + Q Mail + MySpace Q News +	O Settors
CardSmith Cardhoider Webste		월 · 표 · · · · · · · · · · · · · · · · ·
Vielome back Student: Jan 16.2009 1246 PM	View Transactions Student Test	
Account Summary	Student ki 967664321	
Add Value	Account # : 700122281053	
Manage Caros	Available Balance : 1 00 POWTS	
Search Cardholder	Actual Balance : 1.00 POINTS	
Back	Id Date Time Type Description Amount Approx 23 Jan 15, 2009 10:05 AM ADDVALUE 1.00 050	val 9 031H
	[Units Integration for a page 1/1	7
	About Us. Site Map. Privacy Policy: Contact Us. (02003 CardSmith	

4. Click on the Transaction Id to get detail

CardSmith Dynamic Value Host] - Win	dows Internet Explorer						
Ittps://cardsmth.campuscardcen	ter.com/dvh/txn/show.htmiPid	=23355100&ch_id_txn=391123			× 🔒	to X Store	P
Be Edit View Favorites Tools Help	Search · D Bookmarks · Fis	iettings • 🔐 Messenger • 😒 Mail • Rookmarks• 🍜 Check •	Myspace D N	ews *			Q Settinos
CardSmith Dynamic Value Host.						in · D Bage	• D Tools • @ • 11 4
CARDSMI	тн-					You're	logged in as scampbell (Susannah Campbell) (logout)
Jan 16, 2009 11:68:30 AM	Program 1 Id Date	CardSmith Test 23355100 1/15/09 10:05:58 AM	Transact	tion Detail	5		_
Users	Detail	Admin					
Transactions	RetCode	00 Settled					
:: List by Issuer	Approval Code	05031H					
:: Debit	Points	1.00					
:: Credit							
:: Transfer	Plan	Account Type	Debit	Credit	Add.Amnt	OTB	Avail Bal
1: Audit Report	Campus Cash	700122281053Points		1.00		N/A	N/A
Cardholder							
:: List							
:: Search			< G0 Ba	mmary			
:: New							
Issuer Management					•		
Plans and Rules				L \	`		
				· · ·	\ \		

5. Detail will display, click Go back to Account Summary when finished reviewing.

How to View Account Details

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. Click Account you wish to see detail on

C https://cardsmth.campusc	ardcenter.com/dvh/account/account_detail.html		 4 4 8 koge 	P •
Ele Edit View Favorites Iools Hel Y7 · Q Coogle C·	9 Web Search · []+ Bookmarks - □ Settings - → Hesse → Go + ☆ El + ☆ Bookmarks - ♡ Ch	nger • 🖸 Mail • 🖷 MySpace 🗇 News • eck • 🔒 Send to •		@ Settings-
ar 🔗 👔 CardSmith Cardholder Webste			요 · 표 · · · · · · · · · · · · · · · · ·	Tools • 🛛 • 🛄 🚳
CARDS	MITH-			
	Account Detail			
Welcome back Student! Jan 16, 2009 12:55 PM	Student Test Issuer: CardSmith Test Student kt: 967654321			
Account Summary	Campus Cash			
Add Value	Account Id:	700122281053		
Manage Cards	Account Status:	Active		
Profile				
	Valid Dates:	01/01/2004 -to- 05/08/2020		
Search Cardholder	Last llead:	(mm/ddhaav)		
Search Cardholder	cast osed.	(manage) ()		
Search Cardholder Back	Account Created:	01/14/2009 (mm/dd/yyyy)		
Search Cardholder Back	Account Created: Available Balance/Open-To-Buy:	01/14/2009 (mm/dd/yyyy) \$ 1.00		
Search Cardholder Back	Account Created; Available Balance/Open-To-Buy; Actual Balance:	01/14/2009 (mm/ddl/yyy) \$ 1.00 \$ 1.00		
Search Cardholder Back	Account Created; Available Balance/Open-To-Buy: Actual Balance: Available Credit;	(innosyyy)) 01/14/2009 (mmiddlyyy) \$ 1.00 \$ 1.00 \$ 1.00		1
Search Cardholder Back	Account Created: Available Balance: Actual Balance: Available Credit: Pending Credits:	(ministratify)) 01/14/2009 (ministratify)) \$1,00 \$1,00 \$0,00		
Search Cardholder Back	Account Created : Available Balance/Open-To-Buy: Actual Balance: Available Credit: Pending Credits: Pending Debits:	01142005 (mmiddlyyy) \$100 \$100 \$100 \$100 \$000 \$000		
Search Cardholder Back	Account Created : Available BalanceiOpen-To-Buy: Actual Balance: Available Credits: Pending Credits: Pending Cebits: Today's Spend:	(11/32079 (mmiddlywy) \$1.00 \$1.00 \$1.00 \$0.00 \$0.00 \$0.00 \$0.00		

4. Detail will display, click Go back when finished reviewing.

How to Post a Credit Card Payment

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. Click 'Add Value'



- 4. Enter the dollar amount in the Cash account entry field (must be whole dollars)
- 5. Scroll down and Complete the Payment Method form (do not select "Save Payment Method")
- 6. Scroll down and Click 'Submit' at bottom

CardSmith Cardholder Website	Windows Internet Explorer		. 2 2
🗿 🕞 🔹 🕐 https://cardsmth.camp	uscardcenter.com/dvh/cardholder/add_value_confirm.html		10.1
Be Edit View Favorites Tools	Belo Neds Saurchi № Bookmarks - IT Settings -		@ Settings-
a 🔗 🔛 - 🏉 CardSmth LLC - Ext	🔔 🖉 CardSmth Cardhol 🖇 🗃 CardSmth Dynamic V	- 12 · · · · · · · · · · · · · · · · · ·	os • 🛛 • 🔟 🖏
CARDS	SMITH-		
Welcome back Student! Jan 15, 2009 10:01 AM	Act Value Student Test Issue: CadSmith Test Student k! 967654321		
Account Summary	Confirm Add Value		
Add Value			
Manage Cards	You have selected to add \$ 100.00 to the following account(s)		
Profile			
Search Cardholder	Account Amount		
Back	Campus cash 3 100.00		
	Using your XXXX-XXXX-XXXX-1663 card		
	Confirm Cancel		
	45		

7. Review amount and Click 'Confirm'

convery can another you are contain items action-contain convery can another in Sectings + ⇒ Go + S S + and Canthol S Sections + Section - Section S Section - Section -	9 · 10 · +	Q Settings
edi 2 Rockmarks - 17 settings - ↓ Helsenger - ↓ Hel - ♥ Myspace 2 hens + → Go - ⊗ B + ↑ Rockmarks - ⊅ Crack - ↓ ↓ Assend to - inneh Cardhol ♥ Ø Cardsmith Dyname Y	9 •∞ #	Settings Settings O Tools ▼ O ▼ D 4
	9 •⊡ ₩	 Settings Page • O Tools • • • 10.
Smith Cardhol 8 28 CardSmith Dynamic V	· · · · ·	• () Page • () Tools • () • 11 4
CH Contract		
annound		
upproved.		
Approved : Your approval number is 05031H		
Click here to continue		
About Us Site Map Privacy Policy Contact Us @2003 CardSmith		
	Add Value Student Test Student M: 987605321 Approved Approved Your approval number is 06031H Click here to continue	Add Value Student Test Student M: 987654321 Approved Approved : Your approval number is 95031H Click here to continue Neout Us: Ster Map. Privacy Policy (Contact Us: 92003 Candibitti

8. Approval Number will display confirming transaction is complete

How to Post a Check or Cash Payment One at a Time

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. Click 'Admin Txn-Credit' under the 'Accounts' gray bar



- 4. Select the Cash Account
- 5. Select 'Check Payment' or "Cash Payment' under Type
- 6. (Optional) enter the check number in Detail
- 7. Enter the dollar amount
- 8. Click 'Credit

How to Post a Batch of Check Payments

1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.



- 2. Click 'Transactions' on the LNB
- 3. Click 'Credit' on the LNB

- Chttps://cardsmth.campuscardcenter.com/dvh/cardholder/sear	ch.html	- G + X
Be Edit View Favorites Tools Belp Y7 - Coogle C - Vieb Search B Bookmarks - D Coogle C - Search B - D	Settings • 😝 Messenger • 😒 Mail • 🐐 MySpace 🕞 News • • Bookmarks • 🏷 Check • • 🐂 AutoFil 😹 Send to-	á Q settings-
🔗 🐵 🔹 💋 CardSmith LLC - Ext. , 🖉 CardSmith Dynamic 🔹		월 • 월 · · · · · · · · · · · · · · · · ·
CARDSMITH		You're logard in as scanaphell (Suzannah Canphell (logaut)
	Cardholder Sea	arch
Jan 15, 2009 8:39:02 AM	First Name:	
	Last Name:	
Users	Card Number:	
Transactions		
Cardholder	Student 10:	
:: List	Program Name:	
:: Search		
:: New	Search >>	
Issuer Management		
Plans and Rules		
Marchante		

4. Enter at least one search-criteria and Click 'Search'



5. Click on the desired cardholder record from the Cardholder Search Result list.



- 6. Select the Cash Account
- 7. Select 'Check Payment' under Type
- 8. Enter the dollar amount
- 9. Click 'Credit'

How to Run the Check Audit Report

1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.



- 2. Click 'Transactions' on the LNB
- 3. Click 'Audit Report' on the LNB

		- 6 + X
Be Edit Vew Favorites Tools Help X7 •	gs · 🔐 Messenger · 🕗 Mail · 🍓 MySpace 🗁 News · marks · 🗳 Check • · · · · · · · · · · · · · · · · · ·	O Settings-
🖌 🏩 🔹 🖉 CardSmth LLC - Ext. 🔔 🧭 CardSmth Dynami 🔹	9	• 12 H • 2 Bage • D Tools • 0 • 12 - 3
		You're logged in as scampbell (Susannah Cangbell) (logout)
Jan 15, 2009	Check Payment Audit Report for Issuer: CardSmith Test	in an
9:06:00 AM	- Select Dates -	
Users		
Transactions	From To	
:: List by Issuer	01/15/2009 🔤 01/15/2009 🛅	
1: Debit	mm/dd/yyyy mm/dd/yyyy	
:: Credit		
:: Transfer	Submit Cancel	
:: Audit Report		
Cardholder		
:: List		
:: List :: Search		
:: List :: Search :: New		
:: List :: Search :: New Issuer Management		
:: List :: Search :: New Jesuer Management Plans and Rules		

- 4. Enter the 'From' and 'To' Dates
- 5. Click 'Submit'

How to Add a New Cardholder Record in the Host

1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.

CardSmith Dynamic Value Host - Windows Internet Explorer	
Control Contro	4 4 X Loope
je Edit vew Favortes Tools 1940 ₩) Settings
🛊 🏟 👷 • 🕫 CardSmith LLC - Ext 😢 CardSmith Dynami	월 · 표 · · · · · · · · · · · · · · · · ·
CARDSMITH	Yeu'he logged in as scampbell (Susannah Campbell) (logout)
Jan 15, 2006 8:34/06 AM	
Users Transactions Cardholder :: List 2	
Issuer Management 3 Plans and Rules Merchants	

2. Click 'Cardholder' on the left navigation bar (LNB)

3. Click 'New" on the LNB

- A https://cardemth.camearcardeanter.com/d.h/cardbolder/cardbolder.add	htm		
File Filt Vew Favorites Tools Help	1010		
Y · Web Search · D Bookmarks · I' Settings ·	Hessenger - Mai - MySpace > News -		
Coogle G • 🔗 🚱 • 🏠 Bookmarks	- "Check - AutoFil - Send to-		 Settings-
🖌 🙊 😒 🔹 🎜 CardSmth LLC - Ext. 🚐 🖉 CardSmth Dynami 🔹		像・目	🖶 • 🕑 Bage • 🖸 Tgols • 😝 🕮 🖏
CARDSMITH			You're logged in as scampbell (Susannah Campbel) (logout)
	CardHolder Add		
Jan 15, 2009 9:58:11 AM	Issuer/University:CardSmith Test		
litere	Student Id:		
Transactions	First Name:		
:: List by Issuer	Last Name:		
:: Debit			
:: Credit	Submit Cancel		
:: Transfer			
:: Audit Report			
Cardholder			
:: List			
:: Search			
:: New			
Issuer Management			
Issuer Management Plans and Rules			

- 4. Input: Student ID = ID First Name= as it appears on the card Last Name = as it appears on the card
- 5. Click Submit

CardSmith Cardholder Websi	te - Windows Internet Explorer				
- https://cardsmth.can	npuscardcenter.com/dvh/account/account_sum	mary.html?info=CardHolder%20Add	d&ch_id=391227	* 🛔 🕂 🛪 konge	p -
Ele Edit View Favorites Iools	Beb Web Search → IP Bookmarks + IT Settin Go + € B + ☆ Book	gs • 🥥 Messenger • 😒 Mail • 🖷 marks• 🍜 Check •	MySpace D News •		@ Settings-
a 🔗 😒 - 👩 CardSmith LLC - E	xt 🖉 CardSmth Cardhol 🛞				0 Tools - 0 - 11 4
I CARD	JIMIT 11				
Welcome back sample! Jan 15, 2009 11:01 AM	Account Summary CardHolder Added				
Account Summary Add Value Manage Cards Profile Search Cardholder	sample sample Issuer: CardSmith Test Student Id: 1234999999		8		
Васк	Accounts				
	>Add Account >Manage A	Accounts >Transfer Funds >	Admin Txn-Debit >Admin Txn-Cred	t.,	
	Account	Account #	Available Balance		
	Recent Transaction	History			
	Date Time	Description	ct "View" for a specific account above Type	Amount	
	Show Declined Transactions	1			

6. Cardholder will be added and you'll be at the Account Summary screen.

<u>Assign Account(s)</u>



7. From The 'Accounts Summary' page click 'Manage Accounts' (in blue text under the gray bar titled Accounts)

	Indexed internet explorer					
Https://cardsmth.campuscar	dicenter.com/dvh/account/manage.html			💌 🔒 M 🕺 Scope	P	
Be Edit yew Favorites Tools Help	Web Search → D Bookmarks + □ Settings + → Messenger → Go + ← D Bookmarks + → Check +	Mail · Myspace D	hews *		() Settings	
A S CardSmth LLC - Ext	CardSmth Cardhol				D Tools + @+ 11 4	
CARDSN	итн-					
Welcome back sample! Jan 15, 2009 11:09 AM	Add and Manage Accounts sample sample Issuer: CardSmith Test					
Account Summary	Student Id: 1234999999					
Add Value	A STATE OF COMPANY					
Manage Cards	Add New Accounts					
Profile Search Cardholder	 Athletics Cash In (PTS) Meal Plan 19 Week (UNIT) 	Campus C	ash (PTS) ney (PTS)	Dining Dollars (PTS) NetSaintUnit (UNIT)		
Back	# Plan	Туре	Initial Balance			
	Manage existing Accounts				-	
	Manage existing Accounts					
	Active Accounts					
	Active Accounts Account # Plan	Туре	Current Balance	Set Balance	Suspend	
	Active Accounts Account # Plan	Туре	Current Balance	Set Balance	Suspend	

- 8. In the 'Add New Accounts' section click the radio-button to the left of the Account Name(s) to be assigned
- 9. Initial Balance Value Is Pre-Configured and Set to \$0.00
- 10. Scroll to Bottom Of Page and Click 'Update'

CardSmith Cardholder Websi	te - Windows Internet Explorer					_ 2 2
• Chttps://cardsmth.can	npuscardcenter.com/dvh/account/account_su	mmary.html?info=Account%20	OUpdated	× 🔒 🗄	X Scope	10
Be Edit yew Favorites Icols	Belp Q.* Web Search → P Bookmarks + 11 Sett → Go → C E + C Bookmarks	ngs • 🥪 Messenger • 🖸 Ma kmarks• 🍜 Check •	 MySpace News Send to 	- 4		@ Settings
🖌 🐼 - 🎜 CardSmith LLC - E	xt 🙆 CardSmbh Cardhol =			9 · 10	He · D Bage • D Tor	ols = 🛛 = 🛄 4
Welcome back sample:	Account Summary					
Account Summary Add Value Manage Cards Profile	sample sample Issuer: CardSmith Test Student Id: 1234999999		2			
Search Cardholder	Accounts					
Dack	>Add Account >Manage	Accounts >Transfer Fu	nds >Admin Txn-Debit >	Admin Txn-Credit	-	
	≥ View Transactions	Account Campus Cash	Account # 700122281095	Available Balance	0.00	
	Recent Transaction	History	an and a film of the state of the			
	view your last ten transactio	is below. To see more histo	ny select view for a specifi	c accourt above.		

11. You will be returned to the account summary screen and receive the message account updated.

Add Card Number



12. From the 'Accounts Summary' page click 'Manage Cards' on the LNB

13. Click 'Add New'

- https://cardsmth.camp	uscardcenter.com/dvh/cardho	ider/manage cards ado	1.html				. م
Fie Edit View Favorites Tools	Help	arks • Fi Settings •	Hessenger + 🖸 Mail	• Myspace D New	s •		
Coogle G+	÷ 60 ·· € £	• 🏠 Bookmarks•	S Check +	u) • Sam 🕒	Send to+ 🦽		Settings
🖌 🖗 👻 🔹 🖉 CardSmith LLC - Ext	CardSmth Cardhol					B · E · D Bage • D	Tools • 🛛 • 🕮 4
CARDS	бмітн-						
Welcome back sample! Jan 15, 2009 11.14 AM	sample sample Issuer: CardSm Student if 122	th Test					
Account Summary	Giudent na 1234	1222020					
Add Value	Card Infor	mation					
Manage Cards	Card #						
Search Cardholder	Card Status	Active 🖝					
Back	Security Code						
	Start Date	-	(mm/dd/yyyy)				
	End Date :		(mm/dd/yyyy)				
	chi one						
	Issuance S	Status		CardHolder A	ctivation Status		

- 14. Enter the new Card Number in the 'Card #' field. (all 16 digits no spaces)
- 15. Enter the new Security Code in the 'Security Code' field. (3 digits)
- 16. Set the Start Date to current date
- 17. Set the End Date to 12/31/2025
- 18. Click 'Submit'

How to Add a New Card Number to a Cardholder in the Host

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



- 3. From the 'Accounts Summary' page click 'Manage Cards' on the LNB
- 4. Click 'Add New'

CardSmith Cardholder Website	· Windows Internet Expl	orer						
G . https://cardsmth.camp	uscardcenter.com/dvh/cardho	kder/manage_cards_ad	d.htmi			× 6	to N Scott	(P) +
He Edit yew Favorites Tools	Help Web Search - D Bookm Go - D E	arks + ∏ Settings + • ☆ Bookmarks+	Hessenger • 🖸 Mail	• MySpace D Ne	es + Send to+ 🍰			@ Settings+
👻 🔗 🔡 🔹 🏉 CardSmith LLC - Ext	L CardSmth CardhoL.					· · · ·	ini + ∰ Bige + D	Tgols • 🛛 • 🕮 🖏
Welcome back sample! Jan 15, 2009 11:14 AM	SMITH" Manage Ca sample sample	ards - Add						
Account Summary Add Value	Student kt 1234	1999999						
Manage Cards Profile Search Cardholder Back	Card # Card Status Security Code	Active 🕝						
	Start Date :		(mm/dd/yyyy)					
	End Date	Tatus	(mm/dd/yyyy)	CardHoldor	Activation Status		_	
	Card Issued	01/15/2009	(mm/dd/yyyy)	Web Activation Status :	Yes 💌			-

- 5. Enter the new Card Number in the 'Card #' field. (all 16 digits no spaces)
- 6. Enter the new Security Code in the 'Security Code' field. (3 digits)
- 7. Set the Start Date to current date
- 8. Set the End Date to 12/31/2025
- 9. Click 'Submit'

How to Suspend a Card Number Assigned To A Cardholder

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



- 3. Click 'Manage Cards' on the LNB
- 4. Click 'Status Card' for the card number you'd like to suspend

CardSmith Cardholder Website	e - Windows Internet Explorer			. 7 🛙
🕒 🔹 😰 https://cardsmth.camp	ouscardcenter.com/dvh/cardholder/m	ariage_cards_suspend.html	🛪 角 🕂 🛪 kooge	(p) +
Ele Edit Vew Favorites Tools	Help			
¥7 ·	Reb Search - D Bookmarks -	□ Settings • 😝 Messenger • 🖸 Mail • 📢 MySpace 🗊 News •		
Google G+	₩ 60 + © B +	Bookmans+ Check + Send to+ Send to+		 Settings•
CardSmth LLC - Ext	t 🖉 CardSmith CardhoL =		Gi + E m + 2) Bage + C	J Tools ▼ 🖬 ▼ 12 -3
Welcome back Student: Jan 15, 2009 11:26 AM	Manage Cards	s - Suspend		
Account Summary	Student ld: 98765432	11		
Add Value	Card #	XXXXX-XXXXX-XXXXX-3459		
Manage Cards	Surnend Date/Time	01/15/2009 10:26:45 (mm/dd/vwy.hh.mm.ss)		
Profile	Suspena Date mile	3		
Search Cardholder				
Back	Suspend Reason			
		Suspend Cancel		

- 5. Enter Suspend Reason (e.g Lost Card, etc)
- 6. Click 'Suspend'

How to Reactivate a Suspended Card

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



- 3. Click 'Manage Cards' on the LNB
- 4. Click 'Edit Card' for the card number you'd like to reactivate

CardSmith Cardholder Website - W	indows Internet Explorer				. 7 🛙
C C + C https://cardsmth.campuscar	dcenter.com/dvh/cardholder/manage_cards_edit.html			💌 🔒 🕂 😽 Googe	<i>ب</i> ا هر
Ele Edit View Favorites Tools Help Coogle C+	• Go + 🔊 🔁 • 🏠 Bookmarks• 🍜 Check • 🦡	- Send to			Settings-
🚖 🙊 🔤 • 👩 CardSmith LLC - Ext	TouchCRM CardSmith Cardholder_ CardSmith	CardhoL_ <	.6	• (2) - 🖶 + 12 Bige + 🖸	Tgols - 🛛 - 🚉 🚳
Account Summary Add Value Manage Cards Profile Search Cardholden Back	Student is 967654321 Card Information Card # Condextransition Start Date: Off/14/2010 End Date: Off Card Units Last Used:	>			
	Issuance Status	Card Activation	Status		
	Card Issued Date 01/14/2009 (mm/dd/yyy/	Web Activated	Yes 💌		
		Activation Date/Time :	02/09/2509 09:31:18	(mm/dd/yyyy hh:mm:ss)	
		Activation Channel	Web		
		Deactivation Date/Time	02/03/2009-00-00-00	(mm/dd/yyyy hb:mm:ss)	
	Submit Mincel				

- 5. Click the 'Activate' box
- 6. Click 'Submit'

How to Manually Assign a Meal Plan

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. From the 'Accounts Summary' Page Click 'Manage Accounts'



- 4. In the 'Add New Accounts' section click the radio-button to the left of the Account Name(s) to be assigned
- 5. Initial Balance Is Pre-Configured
- 6. Scroll to bottom of page and click 'Update'

CardSmith Cardholder Websi	te - Windows Internet Explorer					
• https://cardsmth.car	npuscardcenter.com/dvh/account/account_su	mmary.html?info=Account%20	OUpdated	× 6	to N Souge	P
Bie Edit View Favorites Iools Y7 • Coogle G•	Belp Q.* Web Search → P Bookmarks + 11 Sett → Go → C E + C Bookmarks	ngs • 🥪 Messenger • 🖸 Ma kmarks• 🍜 Check •	 MySpace > News Send to 	+ <i>S</i>		() Settings
a 🕼 • 😹 CardSmith LLC - E	xt 🙆 CardSmth Cardhol =				1	igols = 🛛 = 🔟 -
Welcome back sample! Jan 15, 2009 11:10 AM	Account Summary					
Account Summary Add Value Manage Cards Profile Search Cardholder	sample sample Issuer: CardSmith Test Student Id: 1234999999		8			
Back	Accounts					
	>Add Account >Manage	Accounts >Transfer Fu	nds >Admin Txn-Debit >	Admin Txn-Credit		
	≥ View Transactions	Account Campus Cash	Account # 700122281095	Available Balance	\$ 0.00	
	Recent Transaction	History	we called "They? for a case?	in a state of a factor		
	Data Time	Description	ny select view for a specie	c account above	Amount	

7. You will be returned to the Account Summary Screen and receive the message Account Updated.

Changing a Meal Plan Election

- 1. Log into the host at <u>www.card-smith.com/dvh</u> using your unique username and password.
- 2. Query the cardholder (see How to Query a Cardholder Record via the Administrative Interface)



3. From the 'Accounts Summary' page click 'Manage Accounts'



4. In the 'Add New Accounts' Section and click the radio-button to the left of the New Account Name(s) to be assigned *Note: If you prorate balances based on the timing of the Meal Plan Change, update the Initial Balance Amount

- 5. In the Manage Existing Accounts/Active Accounts Section for the old Meal Plan Accounts to be removed, click the suspend radio-button to the far right of the Account Name then enter 0 in the set balance field for the old Meal Plan Accounts *Double check your work to avoid canceling a Cardholder's Cash Account
- 6. Scroll to bottom of page and click 'Update'



7. You will be returned to the Account Summary Screen and receive the message Account Updated.