

Visa Prepaid Administration Tool

“Shortcuts”

***PAT Link <https://admin.visaprepaidprocessing.com/pat/>

Order Red ALINE Access Card Inventory

1. Access PAT
2. Go to Manage
3. Select Card Inventory
4. Select Location (Child Location ending in your ADP Company Code)
5. Click on New Order (from left-side menu panel)
6. Select Card Design – *ALINE Access English or ALINE Access Spanish*
7. Input Quantity
8. Verify shipping address
9. SUBMIT

(3 to 5 business days for Card Stock to arrive)

Upon Receipt of Red ALINE Access Cards (mark as RECEIVED prior to assigning to Employee)

1. Access PAT
2. Go to Manage
3. Select Card Inventory
4. Select Location (Child Location ending in your ADP Company Code)
5. From the left menu panel, click Order Queue
6. From the Order Queue Criteria dialog box, click **SEARCH**
7. Click the Order Confirmation Number that matches the one on your packing slip
8. Click the middle orange button at the bottom right corner that says **RECEIVED**
9. Store cards in a safe place until ready to assign to employee

Assign Red ALINE Access Card to Employee

1. Access PAT
2. Go to Card Sales
3. Select Instant Issue
4. Select Location (Child Location ending in your ADP Company Code)
5. Input Card Number and all employee information, click CONTINUE
6. Validate address (when possible pre-validate address using usps.com), click CONTINUE
7. Final review of profile (if changes are required, click BACK)
8. SUBMIT

(Employee can now be given card to activate and will automatically receive a personalized card in the mail 7 to 10 business days after the second payroll load)

Order a Black ALINE Select Personalized Card

1. Access PAT
2. Go to Card Sales
3. Select Mail Order
4. Select Location (Child Location ending in your ADP Company Code)
5. Select Card Design – *ALINE Select English or ALINE Select Spanish*
6. Input all employee information, click CONTINUE
7. Choose where the card will be mailed (to the cardholder’s home or the work location), click CONTINUE
8. Validate address (when possible pre-validate address using usps.com), click CONTINUE
9. Final review of profile (if changes are required, click BACK)
10. SUBMIT

(Arrival for Personalized Card – 7 to 10 days standard delivery)

Search for ALINE Card (Routing /Account) Information for Payroll Setup

1. Access PAT
2. Go to Manage
3. Select Cardholders
4. Enter the Last Name or Card Number of the Cardholder/Employee
5. Click on the employee name once it appears

The account ABA/DDA information will be located in the center of the cardholder profile:

Proxy ID:	0000000000131217404		
Account Number	ABA		DDA
Routing Number:	122 <input type="text"/> 4	Account Number:	709000000 <input type="text"/>
Cardholder Profile			
Username:	4020 18XX XXXX 2200		
Employee ID:	<input type="text"/>		
First Name:	LAURA	MI:	<input type="text"/>
		Last Name:	PALENCIA

(Make sure you code the setup as type "Checking" when calling in your payroll or keying it into your payroll system)

Important Note: If your current direct deposits pre-note after setup (skips a payroll cycle), the ALINE Card direct deposit setups will also pre-note.)