# **OUICK START GUIDE** TO YOUR RELOADABLE CARD PROGRAM

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## ENJOY THE BENEFITS

#### **Password Protection**

A required user name and password adds an extra layer of protection.

#### **Address Validation**

You are able to confirm your shipping address before your reloadable card is mailed to ensure you receive it.

#### Secure Card Loading

- Your card number is always masked on the site with only the last 4 digits visible.
- Your card number is prepopulated when you return to the site to load your card—making it easy to identify which card you are loading.
- You still securely load your card by entering the CVV number.

#### **Proactive Communication**

Confirmation emails and shipping and load notifications keep you informed at every step of the payment.

#### Convenient Self-Service

If you receive a load but no longer have your card, you can order a replacement directly from the payment platform—no need to call Cardholder Services.

### USER NAME AND PASSWORD

If you already created a username and password for this program, you will have the same username and password on 360digitalpayments.com.



access your card at 360digitalpayments.com, you will be prompted to create a username and password. Your email will be prepopulated as a default username, but you can update the field to create any username you want.

				English US 🗸 Contact Us
Welcome to <i>My Digit</i> e	al Wallet			
My Profile	i.		Already have a Wallet? Login	
Con	nplete your profile to creat	e a wallet and access your payment. All fiel	ds required.	
	Username	JCardholder@email.com		
	Email	JCARDHOLDER@EMAIL.COM		
	Confirm Email			and the second
	First Name	JOHN		Your Digital Wallet profile information will
	Last Name	CARDHOLDER		be prepopulated. Review,
	Country	USA 🗸		complete or update all
	Address 1	123 MAIN STREET		your profile is accurate.
	Address 2	150		
	City	ANYWHERE		
	State	ILLINOIS		
	Zip	60089		
	Mobile Phone	(847)325-4330		
	Security Question			
	In what city did y	ou meet your spouse/significant othe 👻		
The second se	Answer			

The first time you access your card at 360digitalpayments.com, you will need to select a new security question and answer.

### LOADING YOUR CARD

Your payment emails will come from notification@360digitalpayments.com. Make sure to add this email address to your safe sender list.

		English US 🗸 🛛 My Currency: NONE 🗸	My Profile Contact Us Log Out	
Welcome to <b>My I</b>	Digital Wallet			
Review and Co	nfirm			
	Reload Grab your reloadable card and apply this load.	VISA Value USD 15.00		
	Card Number Card Number Card Number Cost this card Enter CVV ① Have a different reloadable card? Click here	FAOs I?		
Continn	Your card number is prepopul when you return to the site to your card—making it easy to i which card you are loading.	lated load dentify		

For security purposes, you will need to enter the 3-digit security code (CVV) from the back of the card to load your funds.

### ADDING YOUR CARD TO YOUR WALLET

	My Profile	
	English US V My Currency: NONE V Contact Us Log Out	
Welcome to <b>My Digital Wallet</b>		
Review and Confirm	li	<sup>:</sup> you log in to load your <b>urrent card</b> , and you are
Reloadable Card Reloadable plastic card. Add funds as you continue to qua Strepping Address JOHN CARDHOLDER 123 MAIN STREET 150 BUFFALO GROVE, IL 60089 USA Have a reloadable card? Click here	VISA Value USD 10.00 FAOs FAOs	prompted to order a new ard, select the "Have a eloadable card?" link to nanually enter your card nformation.
Contrm		My Profile
	Welcome to <i>My Digital Wallet</i>	
	Review and Confirm	
	Reload         Grab your reloadable card and apply this load.         Card Number         Enter CVV         Use the other card we have for you? Click here	VISA Value USD <b>10.00</b> FAQs
Enter your card number and security code (CVV) to load your card. It will be added to your Wallet for future use.	Confirm	

### ORDERING A NEW CARD

Welcome to My Digital Waller         Review and Confirm         Image: Control of the second s	My Profile         English US v       My Currency: NONE v       Contact Us       Log Out         ard and apply this load.       VISA         Value       USD 15.00         rXXXXX       VAIZE         Icard? Click here	If you have a payment to load but no longer have your reloadable card, you can order a new one during the reload process.
Your new card will be mailed to you, loaded and ready for use. There is a reissue fee based on the program setup.	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	S Card       VISA         Allow mail time of 7-10 test States and Canada, and les.       USD: 15 Faces         Algusted Value       USD: 15 Faces         Algusted Value       USD: 15 Faces

### YOUR DIGITAL WALLET VIEW

Edit your Digital Wallet profile by selecting "My Profile". Here, you can also update your password and security question. Updating this profile will not change the profile associated with the card already in your Digital Wallet.



### ADDITIONAL SECURITY: MULTI-FACTOR AUTHENTICATION (MFA)

While accessing your payment, you may be asked to verify your identity for security purposes. When this is required, the "Verify Your Identity" screen will pop up and you will be emailed a one-time verification code to the address you provided. **Don't close your current screen**. Open your email in a new screen.

Verify Your Identity For your protection, additional verification is needed before you can view your payment. (i) An email has been sent to sb@gmail.com with a verification code. Don't close this screen. Open your email in a new screen to get your verification code and enter it below within 10 minutes. Verification Code Verify Not seeing this email? Check your spam/junk folder first for a message with the subject line: Your Identity Verification Code. If you do not receive the email or your code expires, select			ation is needed before you can view n with a verification code. in a new screen to get your verification code k folder first for a message with the subject line: receive the email or your code expires, select
Grab the verif	Resend.	lf re (	If you don't receive the email with your verification code, request another code by clicking the resend button. (Make sure to check your spam/junk folder first.)
code from you and enter it in provided. The "Verify" butto	ır email the box n click the n.		Success! Remember This Device?
Once the verific will be given the "remember" you "Yes," you will ne MFA step for su	ation is complete, e option to have th ur device. If you se ot have to comple bsequent log-ins.	you e site lect te the	By selecting <b>Yes</b> , you authorize us to remember this device. This will allow you to skip the verification step when you log in from this device. Continue

# 360digitalpayments.com

Each payment will be delivered via email with instructions for requesting or loading your Visa<sup>®</sup> prepaid card. You must request or load your card within 3 months from the date these instructions are sent via email. The link to access your payment expires after that time. Use your Visa prepaid card anywhere Visa debit cards are accepted in the U.S. The card may not be used at any merchant, including internet and mail or telephone order merchants, outside of the U.S. Card is issued by The Bancorp Bank, Member FDIC, pursuant to a license from Visa U.S.A. Inc. Your use of the prepaid card is governed by the Cardholder Agreement, and some fees may apply. This is not a gift card. Please note that prepaid cards are subject to expiration, so pay close attention to the expiration date of the card.