How to Load US Bank Rewards Cards

1. Log into the request portal: <https://web.fmdata.uw.edu/BankingAccounting/Cash_Cards/>
2. Select “Requestor/Custodian”  
   
3. Click “Load Cards”  
   
4. Type the budget number and select it from the drop-down list  
   Graphical user interface, application

   Description automatically generated
5. Select the Obj/Sub Obj code (02-08 for research subjects)
6. Input PCA codes if desired
7. Input the number of cards to be loaded
8. Input the amount to be loaded on the card(s)
9. For single card loads, type in the ATTMID as it appears through the window of the envelope in the box “First Card”  
   Text

   Description automatically generated  
   Table

   Description automatically generated with medium confidence
10. For bulk loads, type in the first ATTMID and the last ATTMID in the sequence of cards to be loaded  
    Graphical user interface, table

    Description automatically generated
    1. ATTMIDs will ***always*** be in numerical order when issued, when completing a bulk load, this will load all the cards in this sequence (e.g. 0319116911, 0319116912, 0319116913, 0319116914, 0319116915)
11. To load additional cards not in range order or with different amounts, click “add new” to add a new line for an additional load request  
    
12. Type the name of an approver and select them from the drop-down list, approver should have authority to charge the budget number provided in the load request and must be an UW employee
13. To input notes for the approver or central office, click the notes icon  
    
14. Click “save”   
    
15. Check the submit checkbox and click “submit all checked”  
    Graphical user interface

    Description automatically generated with medium confidence
16. Check the dashboard home page to review your request’s status. Refer to the status key at the top of the page.