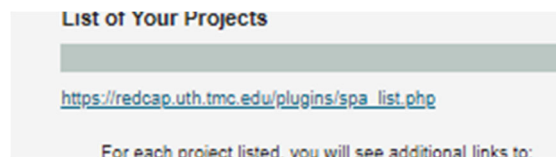
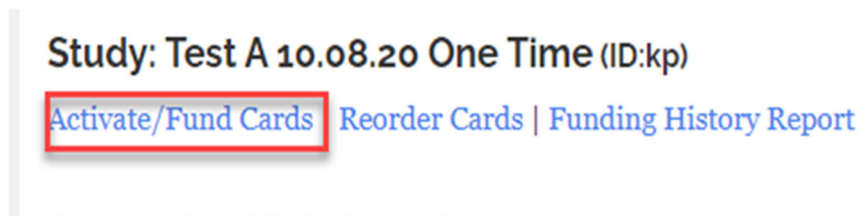


How to Fund One Time Use Cards for Visit 2 and Beyond

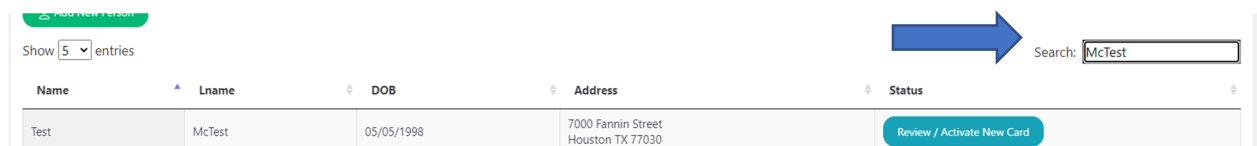
1. Note the last digits of Card ID of the new card you are giving to participant (This is the ID you see through the window of the envelope the cards come in (it will look like XXXXXXX 12345) This is not the number printed on the card.
2. Go to SPA Card Web page
 - a. <https://www.uth.edu/sponsored-projects-administration/manage/clinical-trialsresearch/spa-cards-program>
 - b. Click on the link under “List of Your Projects”



3. Select “Activate/Fund Cards” for applicable Study



4. Enter participant’s name into Search



- a. You will then see all of the previous payments made to this person see below example:

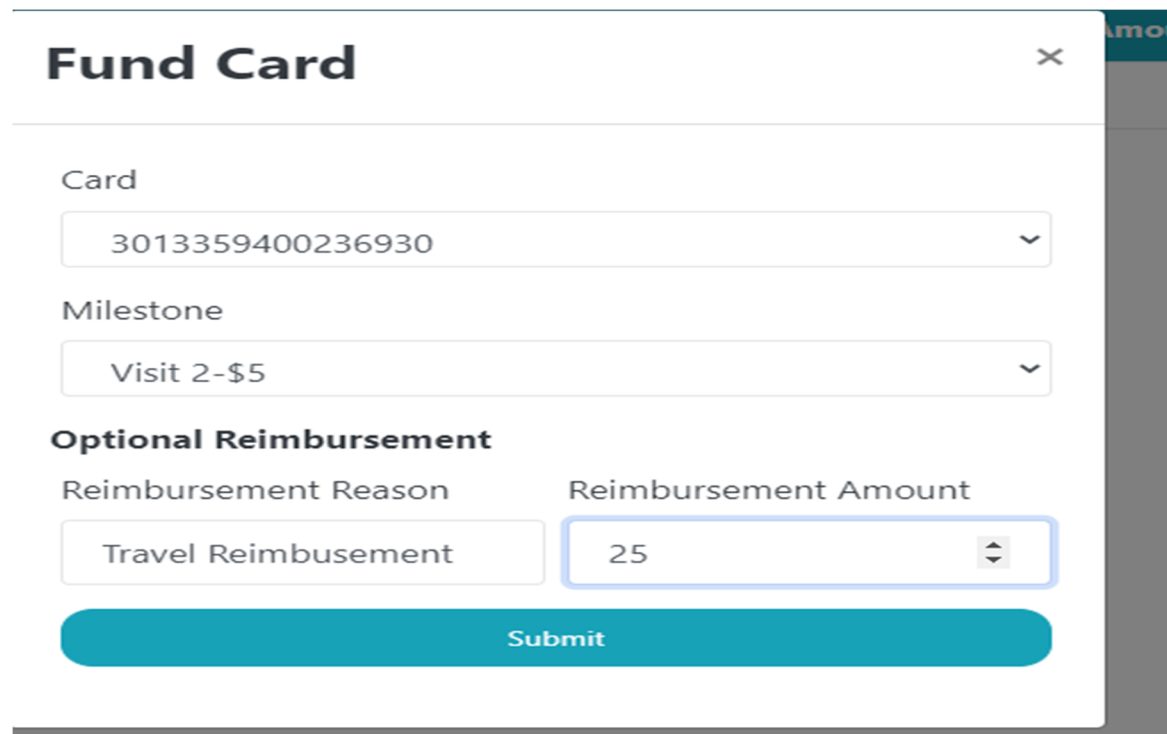
Office of Sponsored Projects
SPA Card Program
Fund New Card

Internal ID: 98646ff34118ae9 Name: McTest, Test DOB: 1998-05-05

| Card Number | Milestone | Amount | Reimbursement Reason | Reimbursement Amount | Total | Date |
|------------------|-----------|--------|----------------------|----------------------|-------|------------|
| 3013359400236898 | | | Travel | 10 | 10 | 05/25/2023 |
| 3013359400236922 | | | Travel Reimbursement | 10 | 10 | 05/30/2023 |

[Add New Card](#)

- b. Click on “Add New Card”
 - i. Select card ID from dropdown menu
 - ii. Select Milestone from dropdown menu
 - iii. If applicable, you can use the “Optional Reimbursement” fields
 1. If both the visit Milestone is selected AND the “Optional Reimbursement” are completed they will be added together
 2. In the below example, the card holder will receive \$30 (\$5 for visit 1 completion PLUS \$25 for travel reimbursement)



Fund Card [Close]

Card
3013359400236930

Milestone
Visit 2-\$5

Optional Reimbursement

Reimbursement Reason: Travel Reimbursement Reimbursement Amount: 25

[Submit](#)

5. If you are only paying a reimbursement SKIP the Milestone section
6. The system will ask you to confirm all information is correct –you must click on “OK” for the payment to process. (See below image.)

redcap.uth.tmc.edu says

Are you sure all the information is correct? This action cannot be reversed once submitted.

OK

Cancel