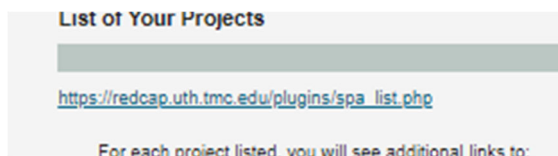
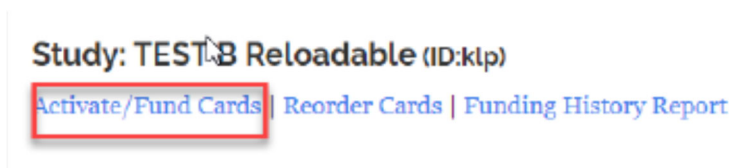


How to Fund Reloadable Cards for Subsequent Visits

1. 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”



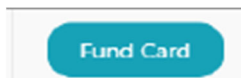
2. Select “Activate/Fund Cards” for applicable Study



3. Enter participant’s name into Search



4. Click on the “Fund Card” icon



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

Fund Card

7277641360012308

Internal ID: 5

Name: [REDACTED]

DOB: [REDACTED]


Milestone History

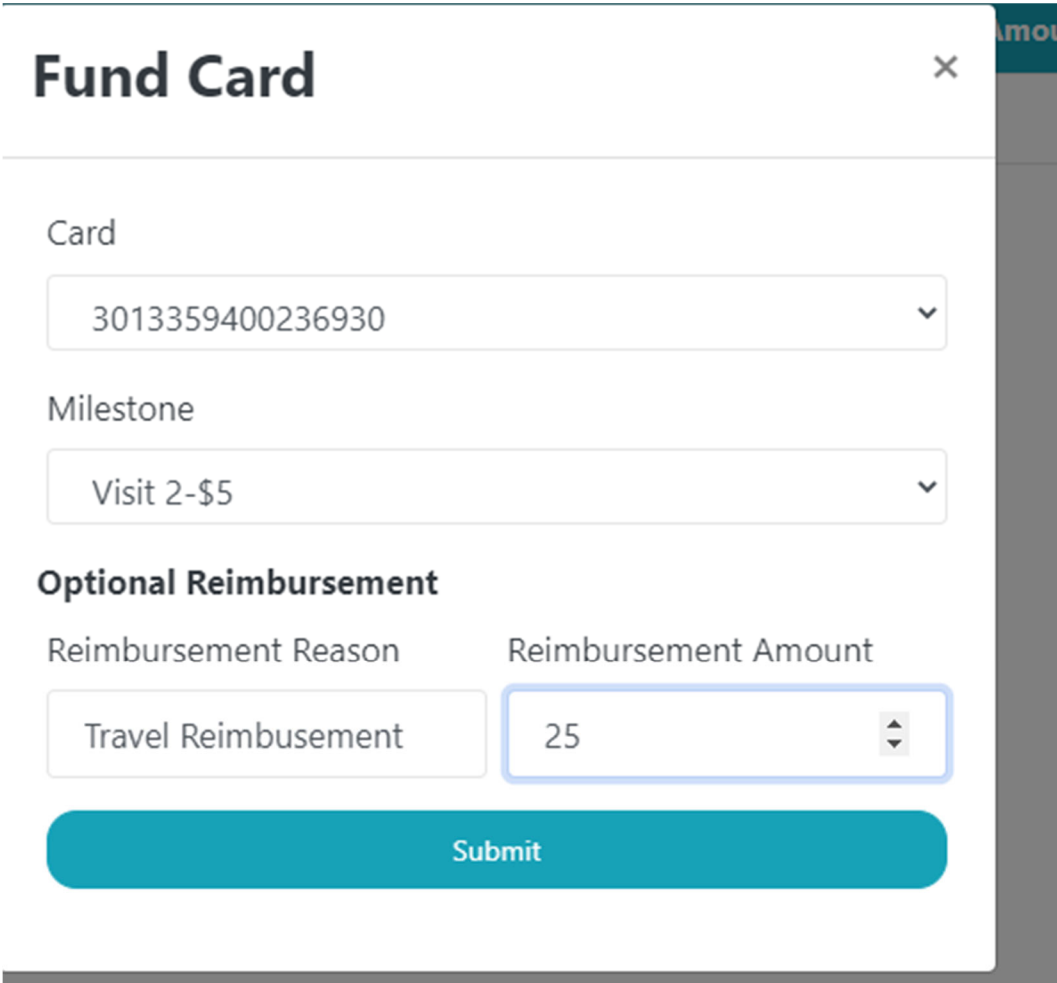
Milestone	Amount	Activated?	Date
Visit 1	10	Yes	05/30/2023
Visit 2	10	Yes	05/30/2023
Visit 3	10	Yes	05/30/2023

Reimbursement History

Reason	Amount	Date
TEST Travel Reimbursement	15	05/30/2023
Test milestone and Travel Reimbursement	15	05/30/2023
Testing Reimbursement after all milestones completed	10	05/30/2023

Add Funds to Card

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



The screenshot shows the 'Fund Card' form with the following fields:

- Card:** A dropdown menu showing the card ID '3013359400236930'.
- Milestone:** A dropdown menu showing 'Visit 2-\$5'.
- Optional Reimbursement:**
 - Reimbursement Reason:** A text field containing 'Travel Reimbursement'.
 - Reimbursement Amount:** A numeric input field containing '25'.
- Submit:** A large teal button at the bottom of the form.

- ii. **If you are only paying a reimbursement SKIP the Milestone section**
8. Click on “Submit”
9. Click "OK" on the confirmation message after you have confirmed all information is correct. **(You must click OK for the payment to process)**