How to Fund One Time Use Cards New Patient/First Visit

1. Note the last digits of Card ID of the 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 XXXXXXXX 12345) This is not the number printed on the card.

2. Go to SPA Card Web page
   b. Click on the link under “List of Your Projects”

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

4. Click on “Add New Person” upper left hand of screen
   a. Enter participant’s demographics
   b. Select card from dropdown Menu
   c. Select Milestone from dropdown menu
   d. 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)
   e. Click “Submit”
5. If you are only paying a reimbursement SKIP the Milestone section

6. Click "OK" on the confirmation request. You must click on OK for the payment to process.