How to Fund Reloadable Cards for Subsequent Visits

1. Go to SPA Card Web page
   a. 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:
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)

7. 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)**