The Swift Card is a Visa reward card that can be used as a debit or credit transaction to pay participants in patient studies and surveys. Payment Services is the administrator of this card program.

The cards have no value until they are activated. Once activated, the participant can immediately use their card wherever Visa is accepted.

Department users will be able to sign into the system and activate cards. All you need is an internet connection. The activation process is simple.

**Getting Started** – Complete and submit the *User Setup and Card Request* form.
The User Setup section shown above should be completed for the employee who will be activating the cards.

For the “IRB#” and “Study Name/Project#” fields shown above, only one should be populated. All studies involving human subjects have an IRB#. If you have an IRB#, the “Study Name/Project#” field should be left blank. If your study doesn’t require an IRB#, then please enter a Study Name/Project #.

The date range in the Card Request Information section shown above will be used to determine when you anticipate distributing cards for this order. Cards will be delivered with an expiration date. To ensure that your participants have sufficient time to use the cards, we recommend that you only order enough cards to be distributed within a month or two. Please enter the date you plan to begin activating cards in the “Begin Date” field. The “End Date” field should contain the date you estimate that all cards for this order will be disbursed.
The fund manager must be the fund manager listed in Banner/TEAM Application for the “FOP to Charge for Cards Disbursed” shown below in the Fund Information section.

The Fund Information must be completed and funds must be available on both FOPs before the order is processed.

Once we receive your completed card request form via email, we will contact you to schedule training if needed and advise you when your cards will be ready for pickup/delivery. Your user ID and password will be issued once training is completed. At that time, you will have access to the Swift Card OMSi program to begin activating the cards.

Please see the Swift Card Program User Guide for additional information regarding activating cards and creating reports in OMSi.