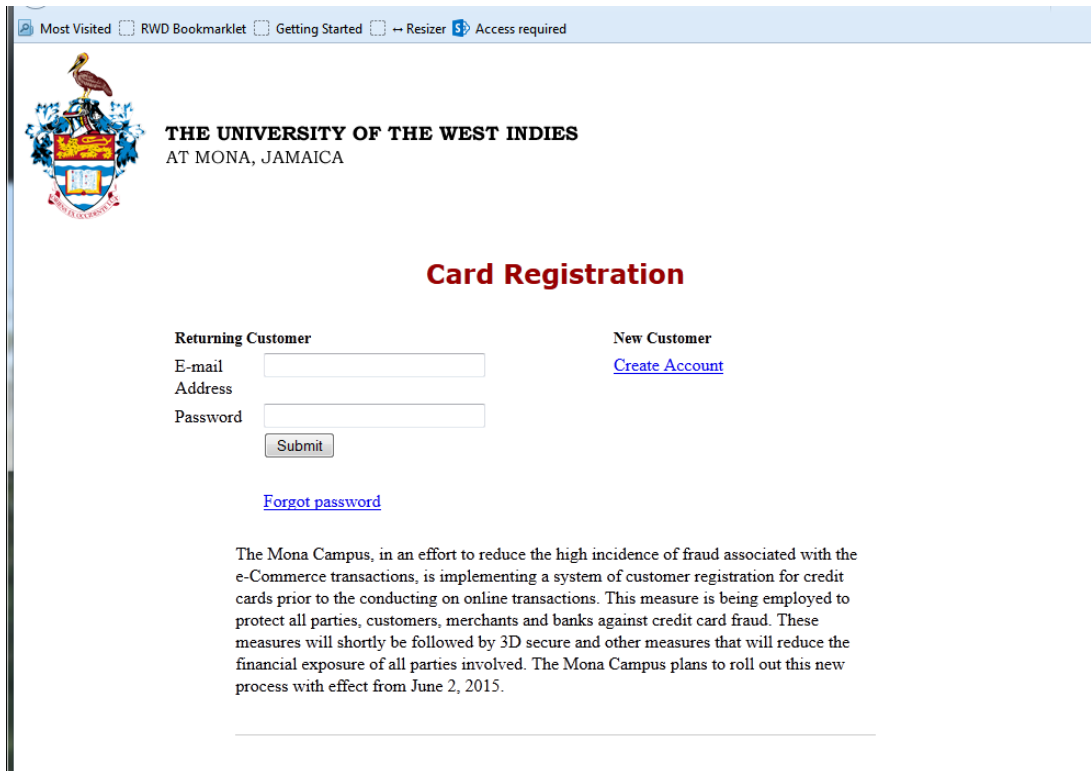


UWI Mona Card Registration Guide

The Card Registration Process

1. New users may register by clicking the [Create Account](#) link in the right corner under New Customer. Existing users may sign on by entering the relevant email address and matching password.



The screenshot shows a web browser window with the following content:

- Browser tabs: Most Visited, RWD Bookmarklet, Getting Started, Resizer, Access required.
- University logo and name: **THE UNIVERSITY OF THE WEST INDIES** AT MONA, JAMAICA.
- Section title: **Card Registration**
- Registration options:
 - Returning Customer**: Fields for E-mail, Address, and Password, with a **Submit** button.
 - New Customer**: A [Create Account](#) link.
- Link: [Forgot password](#)
- Text: "The Mona Campus, in an effort to reduce the high incidence of fraud associated with the e-Commerce transactions, is implementing a system of customer registration for credit cards prior to the conducting on online transactions. This measure is being employed to protect all parties, customers, merchants and banks against credit card fraud. These measures will shortly be followed by 3D secure and other measures that will reduce the financial exposure of all parties involved. The Mona Campus plans to roll out this new process with effect from June 2, 2015."

figure 1.1

2. The new user registration form is shown in figure 2.1 and the response after submission in figure 2.2. After supplying a valid email and password, an email outlining how to proceed with the registration will be sent to the supplied email address.



THE UNIVERSITY OF THE WEST INDIES
AT MONA, JAMAICA

Card Registration

Email:

Password:

Confirm Password:

figure 2.1 New users registration form

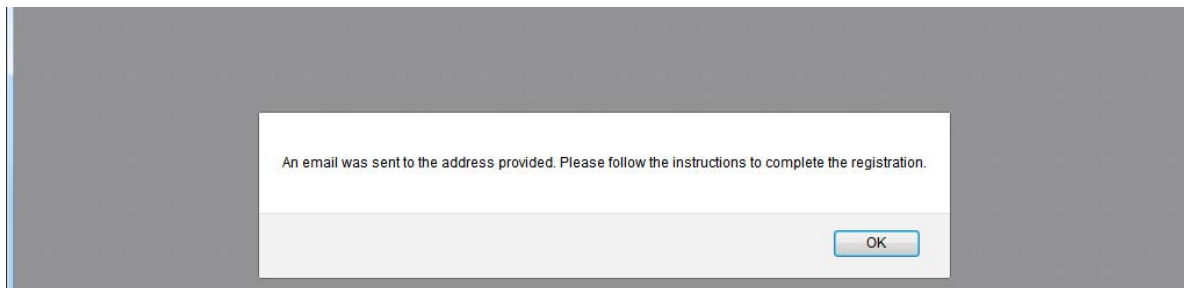
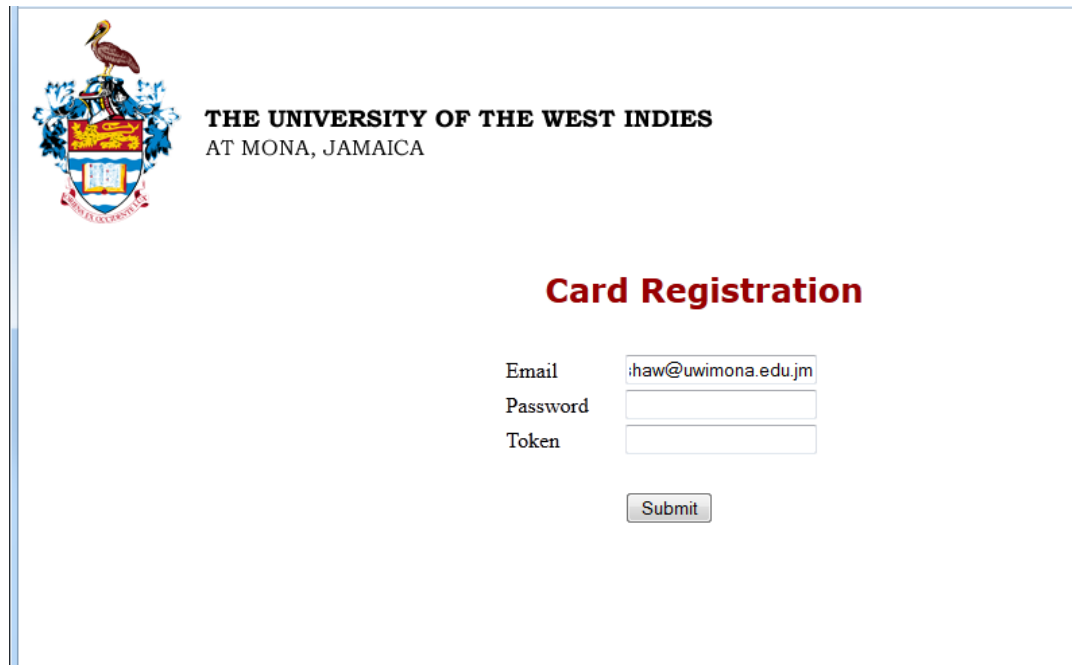


figure 2.2


3. After following the instructions in the email, users will be presented with a link and a token for verification. The information will be supplied in the field on the form (similar to below) and click submit. If successful the user will get the message “Your information matched successfully. Please continue by logging on.” .



The screenshot shows a web form for card registration at the University of the West Indies. On the left is the university's crest, which features a bird on top of a shield with various symbols, surrounded by a banner. To the right of the crest, the text reads "THE UNIVERSITY OF THE WEST INDIES" in bold, followed by "AT MONA, JAMAICA". The main heading of the form is "Card Registration" in a large, bold, red font. Below this heading are three input fields: "Email" with the value "ihaw@uwimona.edu.jm", "Password", and "Token". A "Submit" button is located below the input fields.

figure 3.1

4. After successful token verification and logging on, the user will be prompted to register a card using the form as shown in figure 4.1.



THE UNIVERSITY OF THE WEST INDIES
AT MONA, JAMAICA

Online Payment

- Note that this transaction will charge a random value between \$1.00 and \$5.00.
- Please choose your default card currency.
- This transaction will be Reversed Automatically and **NOT** charged to your credit card.
- When you contact your bank the merchant name for this transaction is **UWIMONA, KIN**

Card owner's name: * Example: Kevin Merrick

Billing Address Line 1: *

Billing Address Line 2:

City / Parish: *

State / Province:


Zip / Postal Code:


Country of issue: *

Type of Card
 Visa Mastercard Keycard

Default Currency of Card: *

Credit Card #: * (no spaces)

CVC2/ CVV2 Code: * 

What is this? 

Exp. Date: *

Email Address: *

Main Telephone #: *

Other Telephone #:

Required fields are marked with a red asterisk *

NOTICE: It is the policy of The University of the West Indies, Mona Campus to respect the privacy of its customers and the people doing business through this service. As such NO information presented here will be sold or distributed to any other party, and will be disclosed only to the Bank / Credit Card Company for the process of approving your payment.

[Contact Us](#)

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Telephone: (876) 927-1660-9 **Fax:** (876) 927-2765
Site best viewed at 800 x 600 resolution or higher.

figure 4.1

a. Only the following currencies are allowed for card registration. If your currency is not listed, you will not be able to register your card. The currencies used for registration does not guarantee the ability to make a to the University.

- i. Aruban Guilder – AWG
- ii. Bahamian Dollar - BSD
- iii. Barbados Dollar - BBD
- iv. Belize Dollar - BZD
- v. Bermudian Dollar - BMD
- vi. Canadian Dollar - CAD
- vii. Cayman Islands Dollar - KYD
- viii. Dominican Peso - DOP
- ix. East Caribbean Dollar - XCD
- x. Euro - EUR
- xi. Guyana Dollar- GYD
- xii. Haitian Gourde - HTG
- xiii. Jamaican- JMD
- xiv. Netherlands Antillean Guilder - ANG
- xv. Pound Sterling - GBP
- xvi. Trinidad and Tobago Dollar - TTD
- xvii. United States- USD

5. After completing the registration form with card details and clicking submit, a message will be displayed advising the user to contact the bank for the value of the transaction amount to continue the process. The message also informs the user that an email was sent with further details. This value will not exceed \$5 and usually stored for a period 48 hours for retrieval. The merchant name that will appear on the statement or the bank records for the transaction will be UWIMONA, KIN.

Note that this transaction will be reversed automatically and **NOT** charged to the credit card.

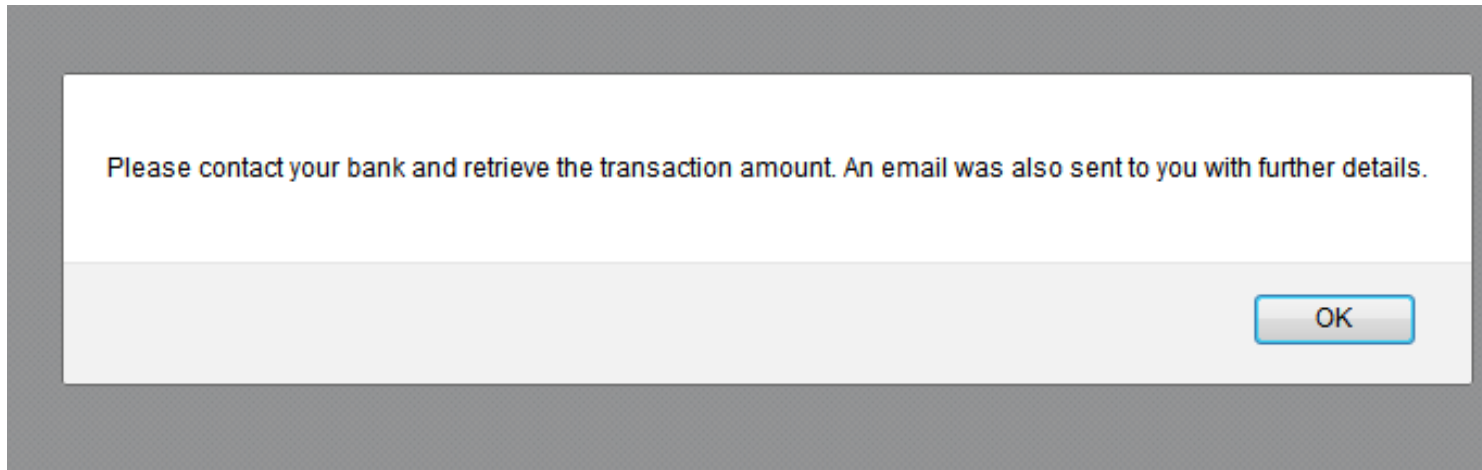



figure 5.1

- The next step is to supply the email address and the transaction amount received from the bank or card issuing institution. This will complete the card registration.

ired



THE UNIVERSITY OF THE WEST INDIES
AT MONA, JAMAICA

Online Payment

Email address

Confirm transaction amount retrieved from
bank/financial institution (you must contact your bank to get this value)

figure 6.1

7. Once the information supplied is successful the following message box will appear, figure 7.1, and the user may go ahead and purchase a product or service from UWI MONA.

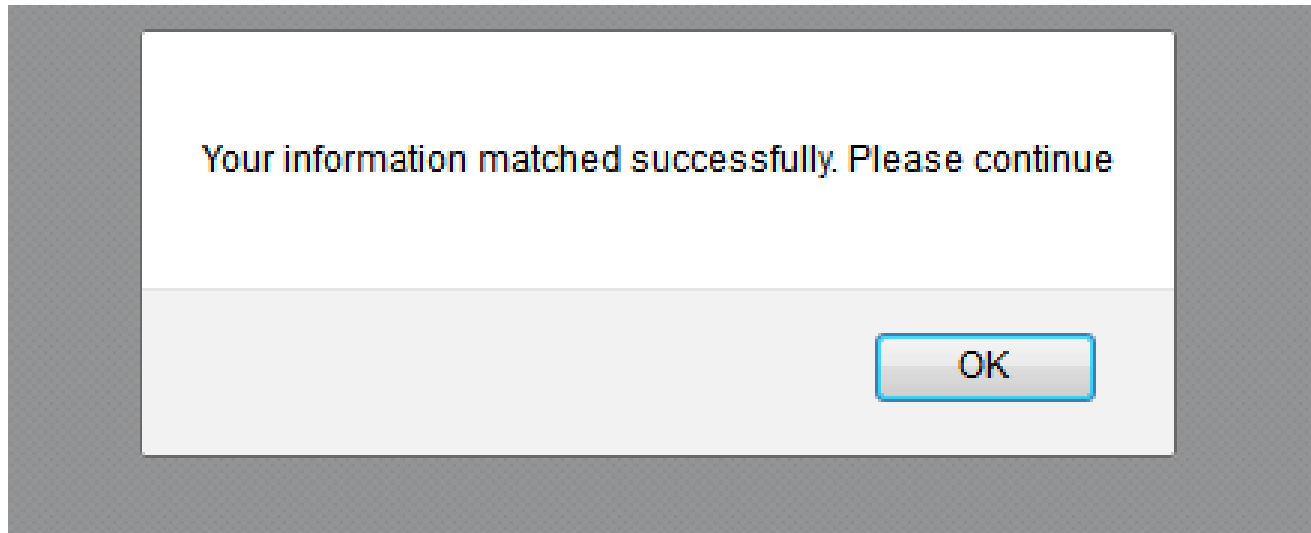


figure 7.1

8. Clicking ok in the message box will give the following webpage

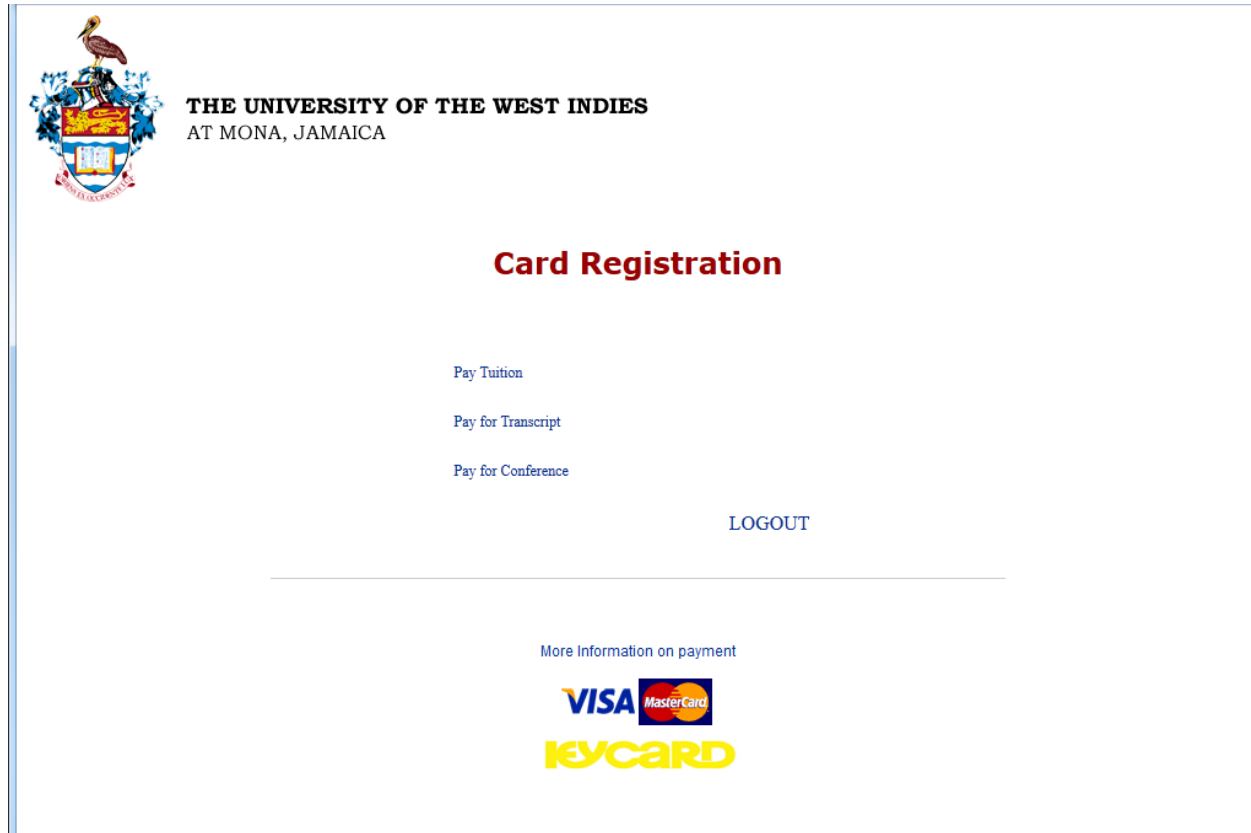


figure 8.1

9. Users may reset their password by clicking the link [Forgot Password](#) on the home page of the card registration facility. This will take them to a screen to supply their email address associated with the registration facility and further instructions will be provided.

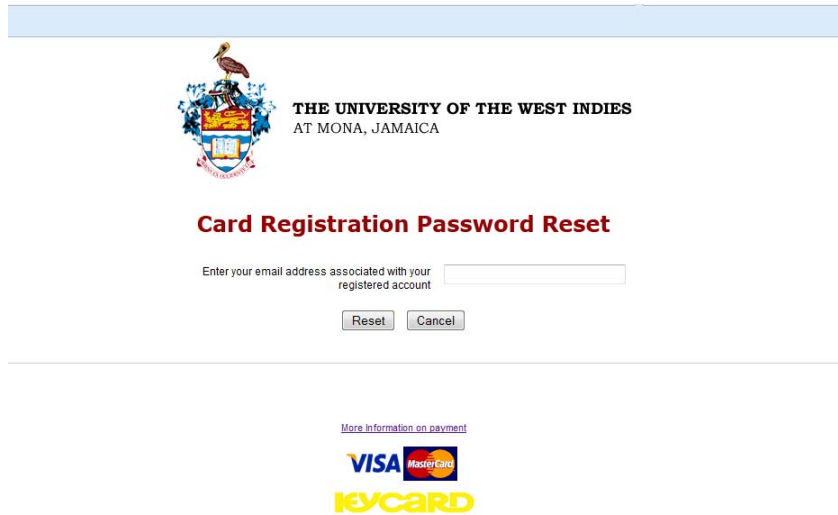


figure 9.1