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.
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.

![figure 2.1 New users registration form](image)

![figure 2.2](image)
3. After following the instructions in the email, users will be presented with a link and a token for verification. The token is valid for 48 hours. 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.”.

![figure 3.1](image-url)
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.
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. It is recommended that you try to get the value from your bank within 24 hours. 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.
6. 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. In the event you are required to logon to complete the card registration, simply click the Complete registration link as shown in figure 6.1a and it will take you to the screen shown in figure 6.1b.
Online Payment

Email address

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

Submit  Cancel

figure 6.1b
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](image-url)
8. Clicking ok in the message box will give the following webpage

![Figure 8.1: Card Registration](image-url)

**Card Registration**

- Pay Tuition
- Pay for Transcript
- Pay for Confidence

LOGOUT

More information on payment:

![Visa](image-url)

![Kycard](image-url)

*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.
Card Removal

1. Users may remove a registered card after they login. Once successfully logged in, the registered card will be shown on the right as seen in figure 10.1 below.

2. To remove the registered card, click the check box to the right of the card number and then click the remove button.
3. You will receive a message box asking for confirmation. Once you confirm it will be removed.