

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 your username and password

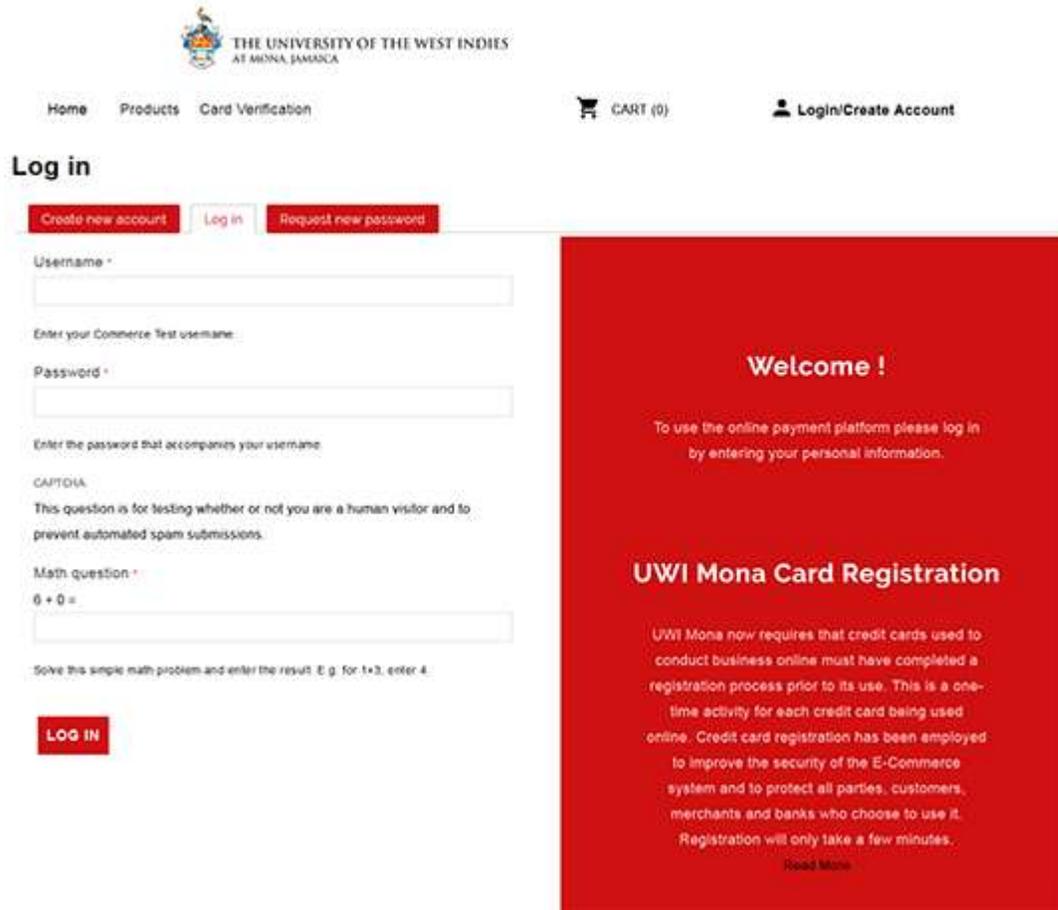


figure 1.1

2. The new user registration form is shown in figure 2.1 and the response after submission in figure 2.2. After supplying a username, valid email and telephone number, the user should click create new account.

THE UNIVERSITY OF THE WEST INDIES
AT MONA, JAMAICA

Home Products Card Verification CART (0) Login/Create Account

My Account

Create new account Log in Request new password

Username *

E-mail address *

Telephone *

CAPTCHA
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Math question *

5 + 6 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

CREATE NEW ACCOUNT

UWI Mona Online Payment

Welcome

To use the online payment platform please log in by entering your personal information

figure 2.1 New users registration form

The user will be redirected to this page where they will click on card verification tab at the top to add and verify a card. See figure below

THE UNIVERSITY OF THE WEST INDIES
 88-800-333-2222

Home Products Card Verification CART (0) Login/Create Account

Pay for tuition, graduation and request transcripts
All Online

FEATURED PRODUCTS

 Tuition Payment Pay your tuition.	 Residence fee Pay for residence on a...	 Graduation Makeup Graduation make up fo...	 Graduation Package Graduation package fo...
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Making All Your Online UWI Purchases
Simple and Easy

FEATURED JOURNALS

 Social Sciences Issue 9 by Year \$20,000.00	 2nd Edition of New World by Year \$10,000.00	 2019 Law Series by Year \$30,000.00	 Journal on World Studies by Year \$2,000.00
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Privacy Statement Return Policy Terms and Conditions

REWARDS VISA

MITS
 Awarded by

figure 2.2

The Verification form below must be completed and submitted as shown figure 3.1

Home Products **Card Verification**  CART (0)  My Account [Log out](#)

Verify Card

Name on Card *

Enter your name exactly as it appears on the card

Billing Address Line 1 *

Billing Address Line 2

City/Parish *

State/Province

Zip/Postal Code

Country of Issue

Aruban Dollar

Default Currency of Card

Aruban Dollar

Credit Card *

No spaces or dashes are required

CVV2 Code *

MM *

- Select -

YY *

- Select -

Email address *

Enter the email address you registered with.

Telephone # *

REGISTER

figure 3.1

- a. Only the following currencies are allowed for card registration. If your card 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 payment 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

After completing the verification 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. The transaction amount supplied by the bank should not include any bank fees and the 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.

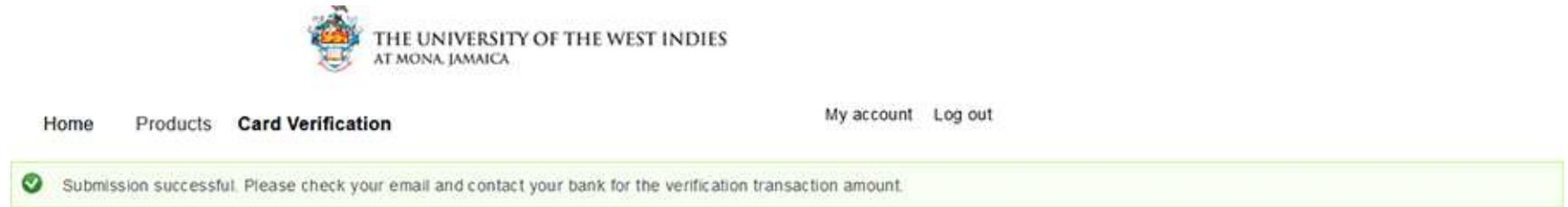


figure 4.1

3. The next step is to supply the last four digits of the credit card used and the transaction amount received from the bank or card issuing institution. This will complete the card registration process if the correct values are supplied. If you supply an incorrect transaction value more than three times, the verification attempt will be removed and you will be required to start over. In the event you are required to logon to complete the card registration, simply click the [Card Verification and then Confirm card](#) as shown in figure 6.1a and it will take you to the screen shown in figure 6.1b

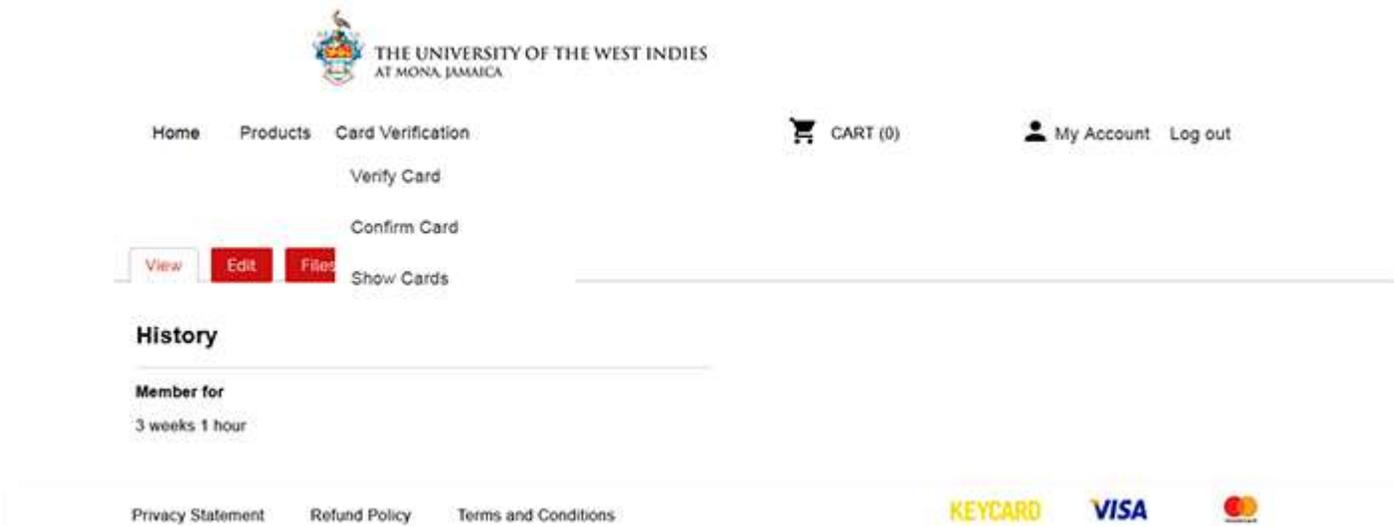


figure 6.1a

4. Enter the transaction amount and the last four digits of your credit card and then click Submit.

 THE UNIVERSITY OF THE WEST INDIES
AT MONA, JAMAICA

[Home](#) [Products](#) [Card Verification](#)  [CART \(0\)](#)  [My Account](#) [Log out](#)

Confirm Card

Email address *

Enter the email address you registered with.

Transaction Amount *

Confirm transaction amount retrieved from bank or financial institution. *N.B.* You MUST contact your bank for this value.

Last four digits of credit card. *

Confirm last four digits of your credit card used for verification.

SUBMIT

figure 6.1b

5. 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

In order to see products available, click on products on the top of page to view all products

The screenshot shows the website for The University of the West Indies at Mona, Jamaica. The navigation bar includes links for Home, Products, Card Verification, a shopping cart with 0 items, My Account, and a Log out option. Below the navigation is a large banner image of graduates in blue gowns holding signs that read "PROUD GRADUATE", "STILL #1", "TOP RANKING GRADUATE", and "PROUD PELICAN".

All Products

Filter By Product Type

- Fees
- Graduation
- Journal
- License
- Transcript
- Tuition

APPLY **RESET**

Product Image	Product Name	Description
	Graduation Package	Graduation package to start your...
	Graduation Makeup	Graduation make-up to ensure you get...
	Residence fee	Pay for residence on a hall or flat...
	Social Sciences Issue 3	Social Sciences Issue 3
	2nd Edition of New World	

figure 8.1

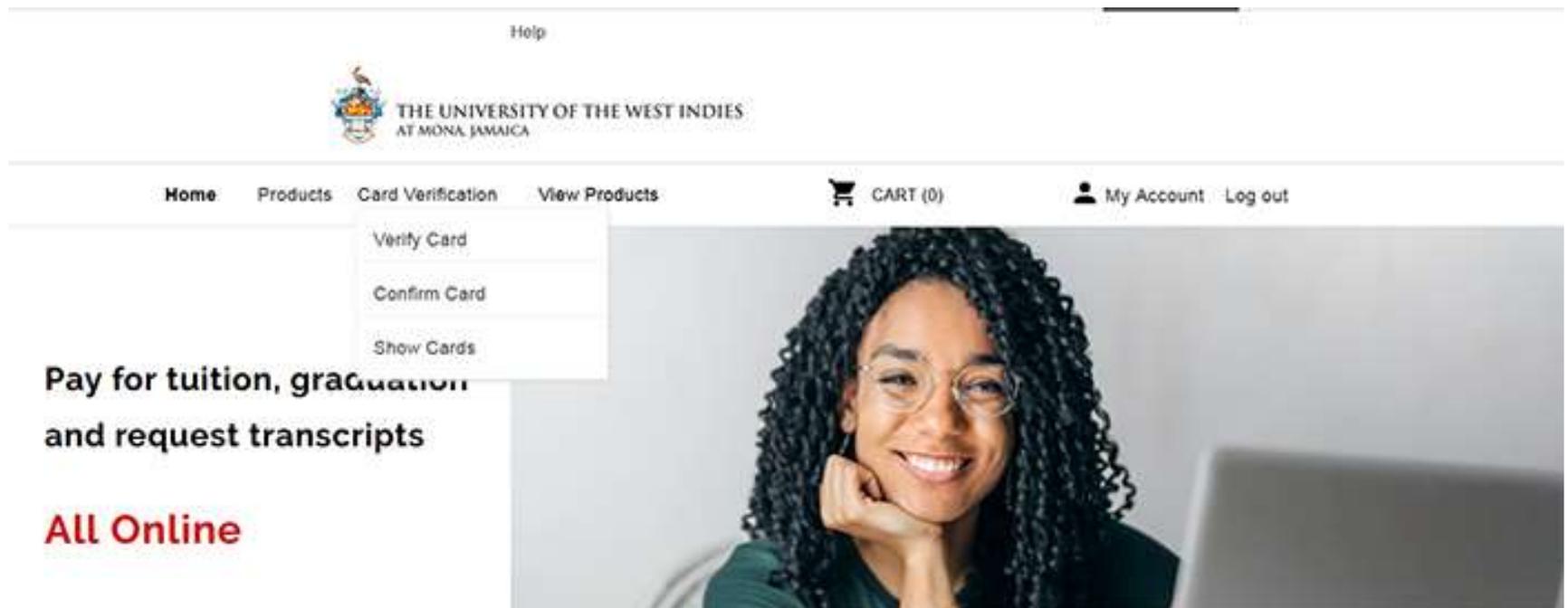
- Users may reset their password by clicking on My Account on the home page of the card registration facility. Then click edit. This will take them to a screen to supply their current password associated with the account and enable them to change their password.

The screenshot shows a web interface for 'THE UNIVERSITY OF THE WEST INDIES AT MOHA, JAMAICA'. The navigation menu includes 'Home', 'Products', 'Card Verification', 'My account', and 'Log out'. Below the navigation, there are tabs for 'View', 'Edit', 'Files', and 'Orders'. The main content area is titled 'Current password:' and contains a text input field. A message states 'The password cannot be changed using this website'. Below this, the 'E-mail address*' is shown as 'k100001404@uwi.edu.jm' with a note that it is automatically set and may not be changed. The 'Password' field is followed by a 'Password strength' indicator. A 'Confirm password:' field is also present. A note instructs to 'To change the current user password, enter the new password in both fields.' Under 'Email settings', there is a checkbox for 'Plaintext email only' with a note to check it if the user does not wish to receive messages with graphics and styles. A 'Telephone*' field is also visible. The 'Picture' section includes an 'Upload picture' button and a note that pictures larger than 1024x1024 pixels will be scaled down. A red 'SAVE' button is located at the bottom left of the form area. At the bottom of the page, there are links for 'Privacy Statement, Refund Policy, Term and Conditions' and logos for 'KEYCARD', 'VISA', and 'MasterCard'.

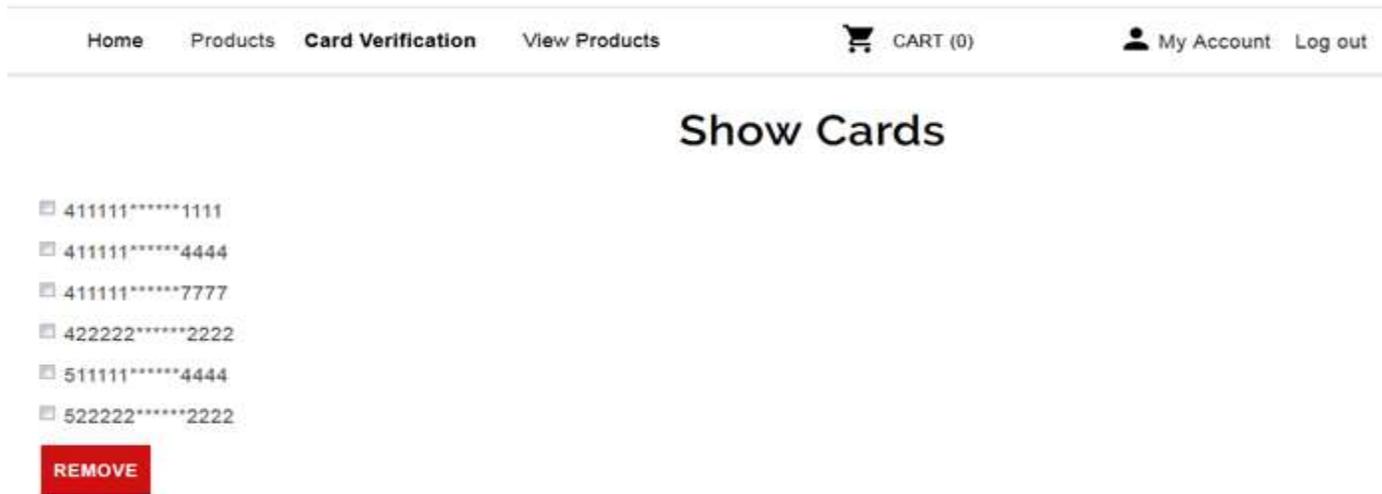
figure 9.1

Card Removal

1. Users may remove a registered card after they login. Once successfully logged in, Click on Card Verification menu item and then click Show Cards



- To remove a registered card, click the check box to the right of the card number and then click the remove button.



- You will receive a message box asking for confirmation. Once you confirm it will be removed.

