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
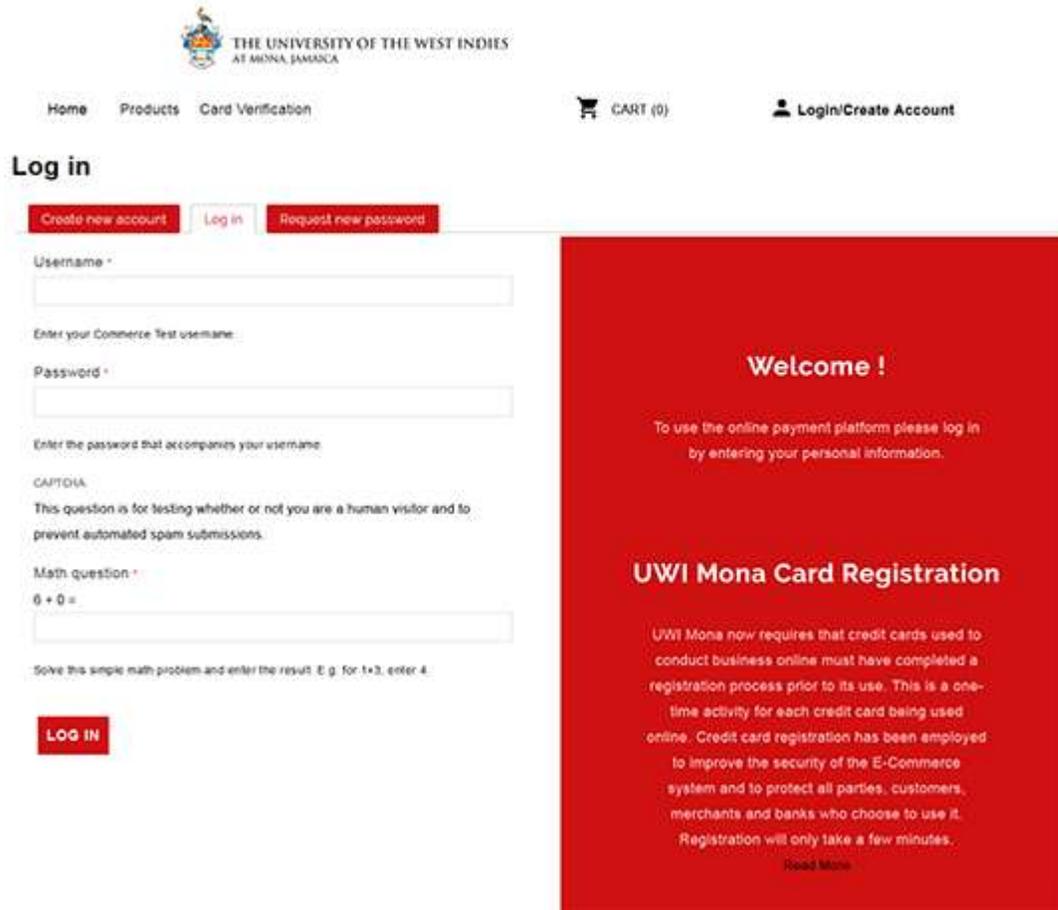

figure 1.1

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.

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

figure 2.2

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

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 Guilder ⌄

Default Currency of Card

Jamaican ⌄

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.

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Home   Products   **Card Verification**   My account   Log out

✔ Submission successful. Please check your email and contact your bank for the verification transaction amount.
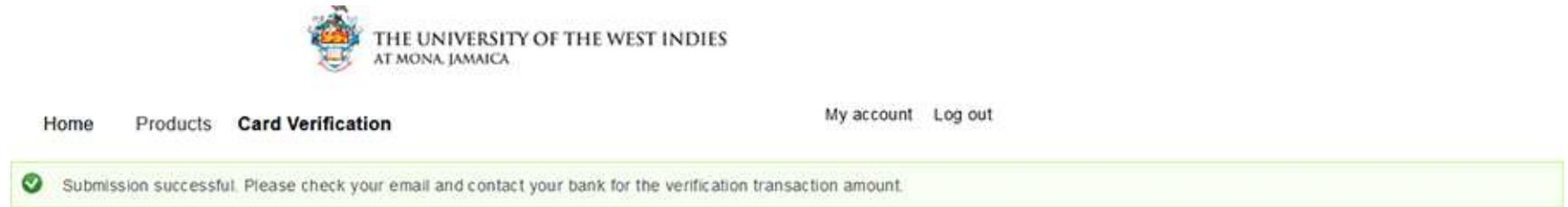
*fi*gure 4.1

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
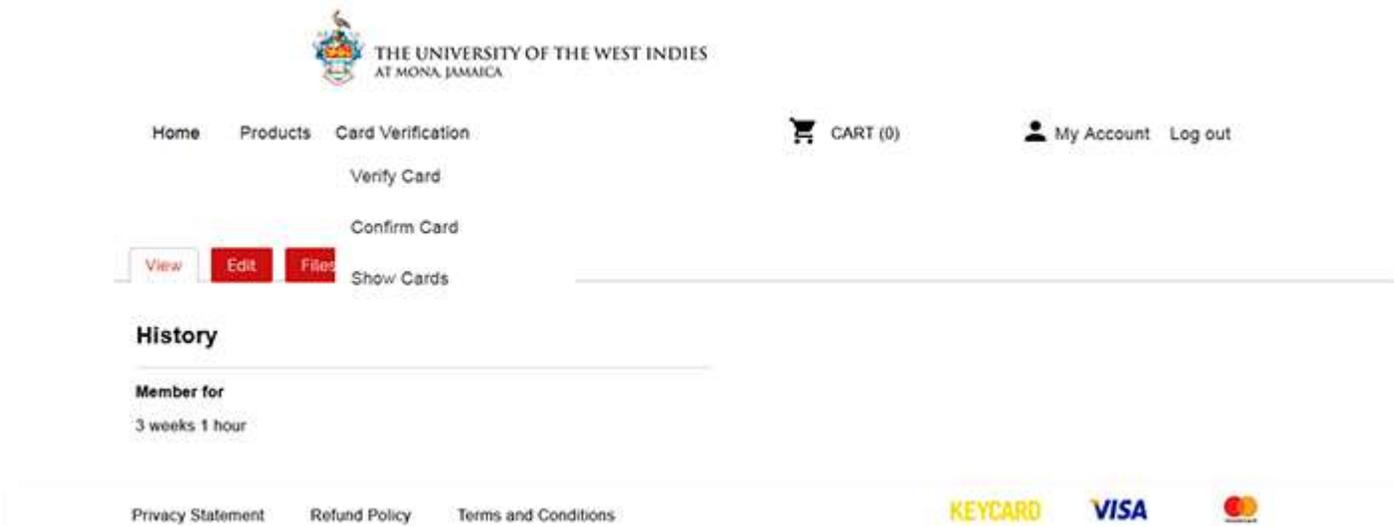
figure 6.1a

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

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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

*fi*gure 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


*fi*gure 8.1

6. 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.
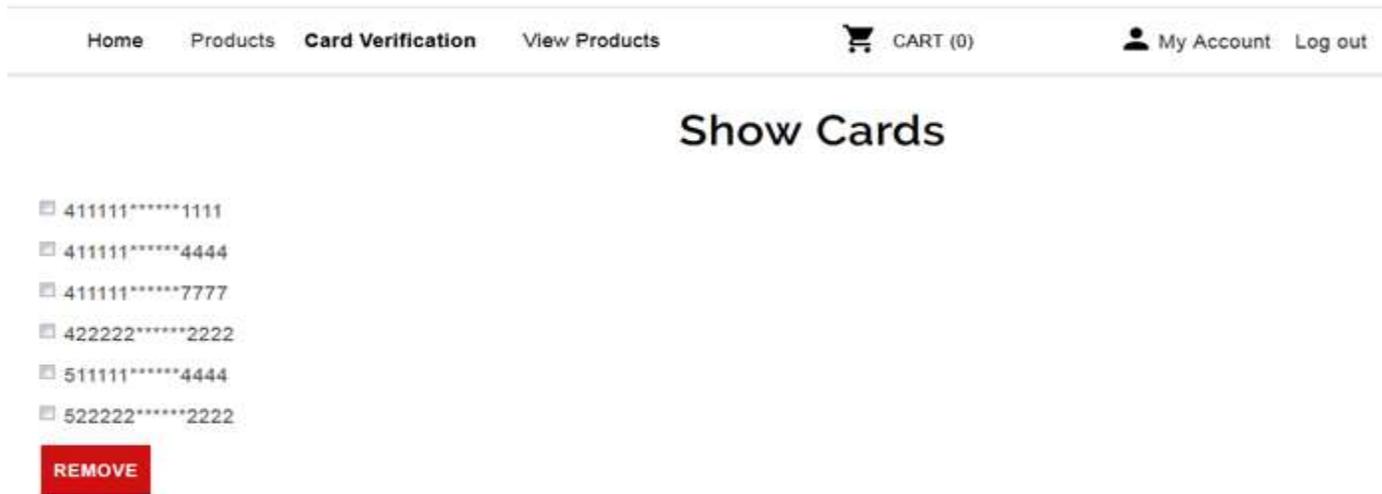

*fi*gure 9.1

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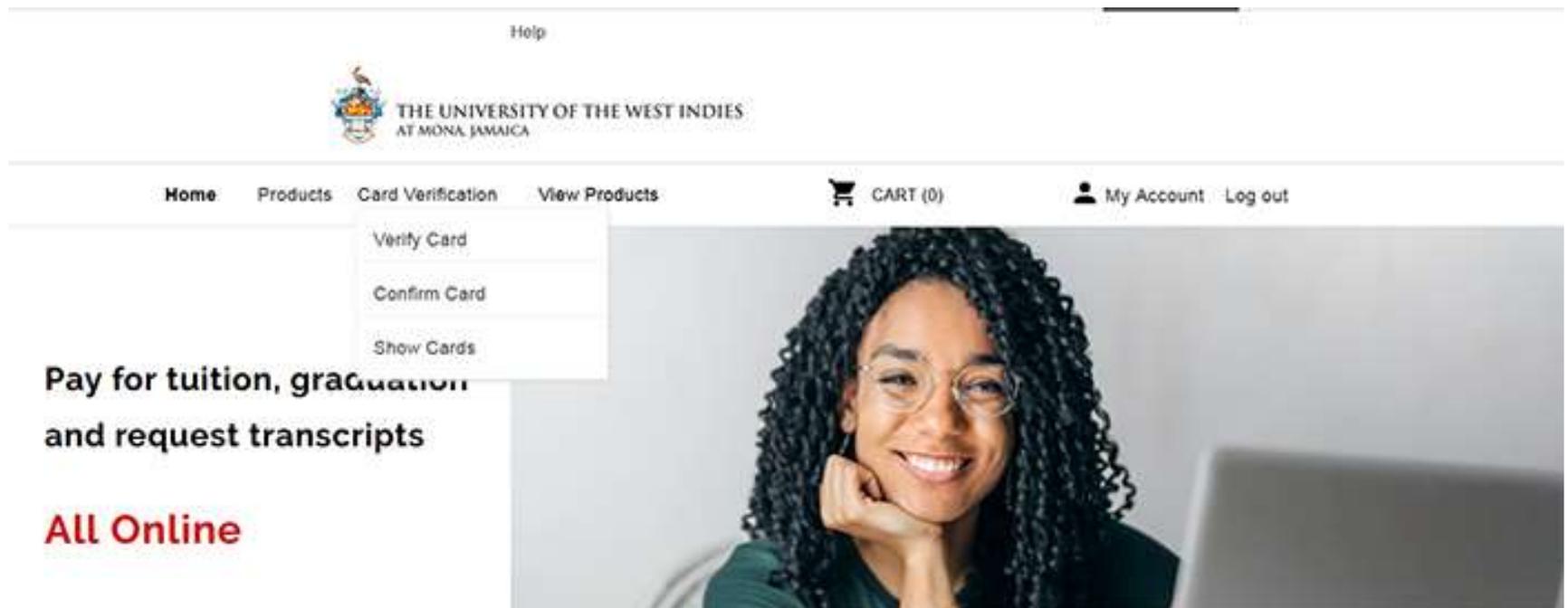
2. To remove a registered card, click the check box to the right of the card number and then click the remove button.

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