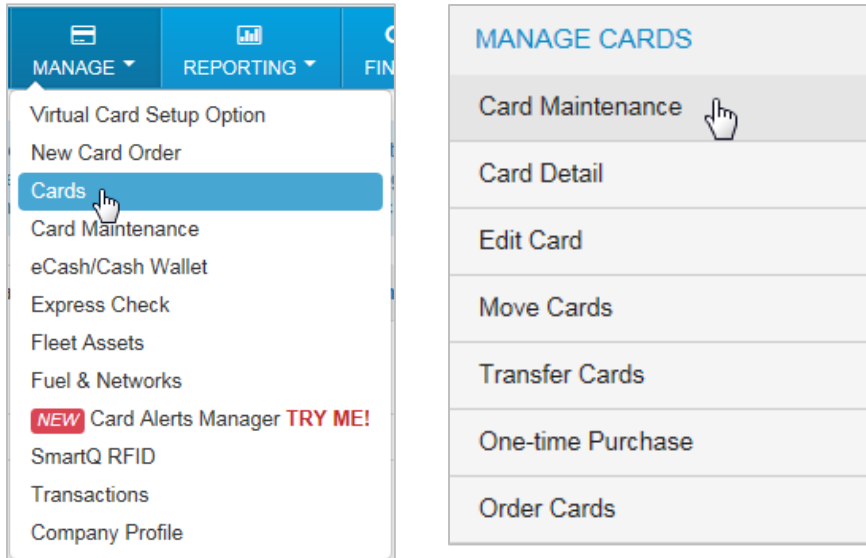


Editing a Mastercard

Follow the steps below to edit an existing Mastercard.

1. Access the **Card Maintenance** page from the iConnectData (ICD) menu bar (**Manage > Cards > Card Maintenance**).



2. You have two options to access the Edit an Employee Card page:

Option 1: Select the appropriate Account Number and Customer ID. If you know the specific card you want to edit, select the **Employee/Vehicle Number, Card Number, or Last Name** radio button, and enter the corresponding information in the **Search Value** field. Then, select **Submit**.

Option 2: If you do not know the specific card you want to edit, select **Submit** to open the Card Listing page, which will display all cards you have access to under the selected account number and customer ID.

Card Maintenance

Account Number:

Customer ID:

Customer ID Drop Down Sort by: Customer Name Customer ID Number

Search By: Employee/Vehicle Number Card Number Last Name

Search Value:

If you leave Search Value blank and click "Submit", you'll get a Card List.

On the Card Listing page, select the **Edit** button, employee number, or card number link to open the Edit an Employee Card page.

		Account	Cust ID	Employee Number	Cardholder Name	Card Number	Status
EDIT	REPLACE	LL777	CCCYB	333333	WATSON, BETH	5555555555555555	Active
EDIT	REPLACE	LL777	CCCYB	000000	WATSON, JAMES	5555555055555555	Active
EDIT	REPLACE	LL777	CCCYC	73333	ABEL, JIM	5565555555555555	Active

- On the Edit an Employee Card page, enter or change any of the open fields as necessary. Select **Confirm** at the bottom of the page to save your changes. The message “Update Complete” will display after you save changes.

Edit an Employee Card

* indicates a required field

Card Number:

Employee/Vehicle Number:

[View Card List](#)

[Search](#)

Account Code: LL777

Customer ID: CCCYC

First Name: BETH

Last Name: WATSON

Card Number: 5555555555555555

Card Expiration Date: 0000

* Employee Number:

Status:

Purchasing Profile Number:

GL Code Transaction Assignment Profile:

* Vehicle Number:

Trip Number:

Trailer Number:

Driver's License Number:

Driver License State/Province:

VIN:

Vehicle Description:

License Plate Number:

Registration Expires (MMYY)

Miscellaneous #1:

Miscellaneous #2:

Last Activity Date: 00/00/00

Last Activity Time: 00:00

Level 3 Prompting Required: N

[Add](#)

[Replace](#)

[Move](#)

[One-time Purchase](#)

[Merchant Limits](#)

[Recycle Card Limit](#)

Card Address:

Attention to:

Ship To:

Address 1:

Address 2:

City:

State / Province:

Postal Code:

Cardholder E-Mail Address:

CC E-Mail Address:

[Confirm](#)

[Cancel](#)

[Merchant Limits](#)

[Security Code](#)

[Move Card](#)

[One-time Purchase](#)