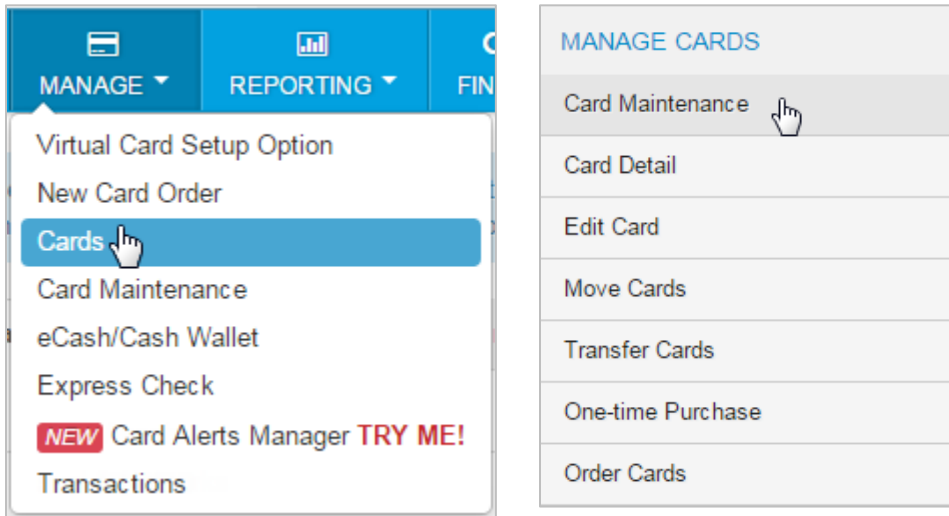


Replacing a Comdata Mastercard

iConnectData (ICD) > Manage > Cards > Card Maintenance

Follow the steps below to replace a Comdata Mastercard.

1. On the ICD home page, select **Manage > Cards > Card Maintenance**.



2. Select an account code and customer ID, if necessary. Leave the **Search Value** field blank and select **Submit** to open the Card Listing page.

A screenshot of the 'Card Maintenance' search form. It features several dropdown menus and radio buttons. The 'Account Number' dropdown is set to 'QA100 - QA TEST ACCOUNT'. The 'Customer ID' dropdown is set to 'All'. Below these, there are two sections of radio buttons: 'Customer ID Drop Down Sort by' with 'Customer Name' and 'Customer ID Number' (selected), and 'Search By' with 'Employee/Vehicle Number' (selected), 'Card Number', and 'Last Name'. A 'Search Value' text input field is empty. A blue 'Submit' button is located below the input field. At the bottom of the form, a blue note reads: 'If you leave Search Value blank and click "Submit", you'll get a Card List.'

3. Locate the card you want to replace and select **Replace**.

Card Listing

View Card Type: Assigned Unassigned Both

Sort Card List By: Card Number Employee Number Last Name Last Activity Date

Please be advised that changes made may not be immediately displayed.

Return to Query

PREVIOUS NEXT FIRST ROW LAST ROW BOTTOM OF PAGE Total number of Cards: 637

	Account	Cust ID	Employee Number	Cardholder Name	Card Number	Status	Last Activity Date
EDIT REPLACE	MC000	JJJJJ	213M	MIA, JANE	5567000000000005	Active	00/00/00
EDIT REPLACE	MC000	JJJJJ	777	MIA, JANE	5567000000000003	Active	00/00/00
EDIT REPLACE	MC000	JJJJJ	999	MIA, JANE	5567000000000001	Active	00/00/00

4. Review the information carefully and confirm that this is the correct card you want to replace. Then, select **Confirm**. Select **Cancel** to go back to the previous page.

Replace an Employee Card

* indicates a required field

Customer ID: MCFIL
 Card Number: 5567000000000006
 Card Expiration Date: 0614
 Purchasing Profile Number: 005
 GL Code Transaction Assignment Profile:
 Punch Card: No
 First Name: TAYLOR
 Last Name: SWIFT
 Employee Number: 270786
 Vehicle Number: 70786
 Trip Number:
 Trailer Number:
 Driver's License Number: 8888888
 Driver License State/Province: TN
 VIN:
 Vehicle Description:
 License Plate Number:
 Registration Expires (MMYY): 0000
 Miscellaneous #1:
 Miscellaneous #2:

Confirm **Cancel**

5. A confirmation message displays stating that the card has been replaced and the old card is now blocked.

Card Replace Confirmation	
Status:	Card Replace was successful. New card was punched. Old card has been blocked. Please destroy old card.