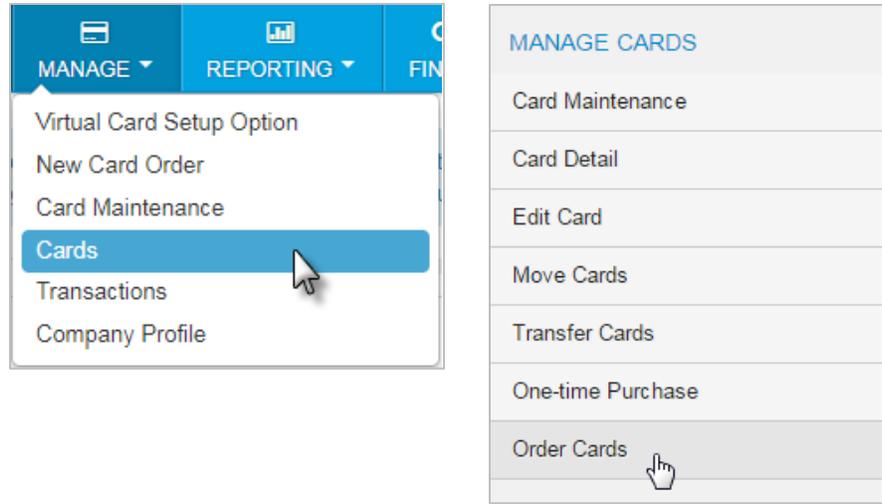


Ordering a Ghost Mastercard

iConnectData (ICD) > Manage > Cards > Order Cards

Ghost Mastercard cards are Mastercard numbers to be kept on file with vendors with whom your business has an established relationship. Rather than creating a regular plastic Mastercard to be kept on file with a vendor, such as a hotel, you can simply create a card number for the vendor to run when needed.

1. From the ICD menu bar, select **Manage > Cards > Order Cards**.



2. If you have multiple customer IDs, the Card Maintenance page will display with a message stating that you must select a customer ID in order to proceed. Make your selection. If your account code has only one customer ID, skip to step 3.

Card Maintenance

Please select a Customer ID before click 'Order Card'.

Account Number: QQ100 - TRANSPORTATION TRAINING

Customer ID: All

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

Search By: Employee/Vehicle Number Card Number Last Name

Search Value:

Submit

- On the Add a Card page, select a Profile for the card, then select the **Ghost Card** radio button. Failure to do so will result in the creation of a plastic Mastercard.

Add a Card

Customer ID: 86368

Purchasing Profile Number: [001] PROFILE 1 (Employee)

Punch Card Options: Punch Card Ghost Card

- On the Add an Employee Card page, complete each of the required fields denoted by a red asterisk. This includes a first and last name (the vendor information can be entered here), employee and vehicle numbers (vendor number), and card status. Verify your information, then select **Confirm**.

Add an Employee Card

* indicates a required field

Customer ID: 86368

Purchasing Profile Number: 001

Punch Card: No

* **First Name:**

* **Last Name:**

* **Employee Number:**

Status:

* **Vehicle Number:**

Trip Number: n/a

Trailer Number: n/a

Driver's License Number:

Driver License State/Province:

VIN: n/a

Vehicle Description: n/a

License Plate Number: n/a

Registration Expires (MMYY): n/a

Miscellaneous #1: n/a

Miscellaneous #2: n/a

Cardholder E-Mail Address:

CC E-Mail Address:

- 5. The Card Add Confirmation page opens and notes that the Card was not punched. Note that the full card number will display on this page.

Select **Edit** to open the Edit an Employee Card page and apply edits to the card and to see the CVC2 security number. Select **Add** to place another card order.

Note: If you do not have the option to see the CVC2 security number, contact your Comdata Customer Relations Representative to add this functionality to your ICD profiles.

Card Add Confirmation

Status: Card Add was successful. Card was not punched.

Account Code: LH700
Customer ID: FLA00
First Name: TEST
Last Name: TEST
Employee Number: 8888888888888888
Card Number: 5567000000000009
Card Expiration Date: 0716
Card Status: Active
Purchasing Profile Number: 001 DAILY LIMIT
GL Code Transaction Assignment Profile: No Profile Assigned
Vehicle Number: 888888
Trip Number:
Trailer Number:
Driver's License Number:
Driver License State/Province:
VIN:
Vehicle Description:
License Plate Number:
Registration Expires (MMYY): 0000
Miscellaneous #1:
Miscellaneous #2:
Cardholder E-Mail Address:
CC E-Mail Address: