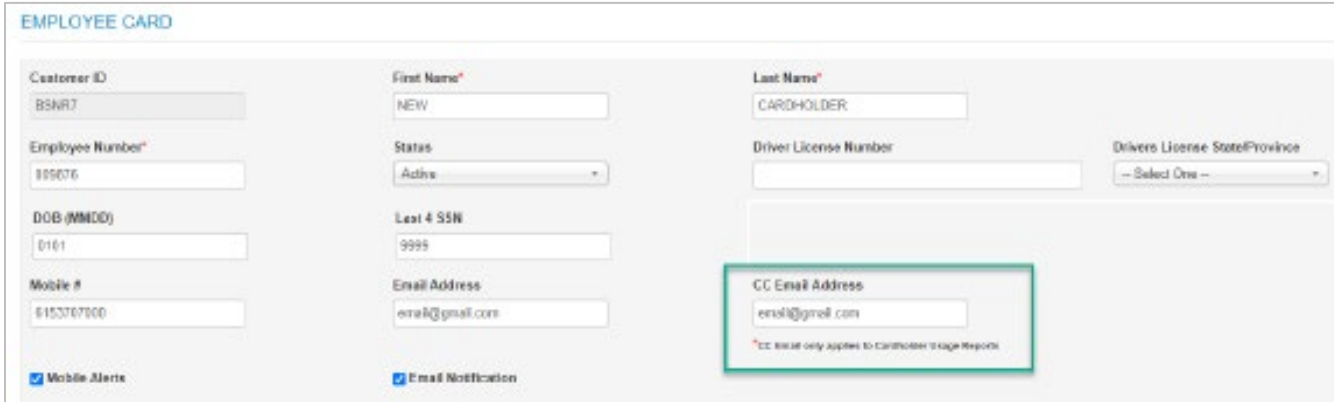# Cardholder Usage Report – Cardholder Setup

iConnectData (ICD) > Reporting > Report Scheduler

When creating a new card for an employee who needs to receive the monthly Cardholder Usage report, you must complete a two-step process.

Order a Card

1. On the ICD menu bar, select **Manage > New Card Order**.

2. Select the account code, customer ID, and profile number. Then, click **Continue**.

3. Enter the cardholder's information (name, employee number, DOB or SSN, Alerts and Notifications information, and the **CC Email Address** field).
   - The CC Email Address field is the email used to send the Report to the cardholder.

4. Select the shipment address, as well as the shipment method. Then, click **Submit**.

Once you have created the new card, navigate to Classic Card Maintenance and uncheck one box to ensure your cardholder receives the monthly report.

Editing the Card

1. On the ICD menu bar, select **Manage > Cards > Card Maintenance**.

2. Select the Account Code and Customer ID. Then, click **Continue**.

3. Find the cardholder's name in the card listing, and click the card number, which directs you to the card.

4. Scroll down to the Cardholder Usage Delivery Type section.
   - Uncheck the **Default** box
     - Leaving this box checked will prevent the report from being emailed to the cardholder.

5. Click **Confirm** to save.