

Loadable Card – Process to Fund a US Bank Digital Rewards Card

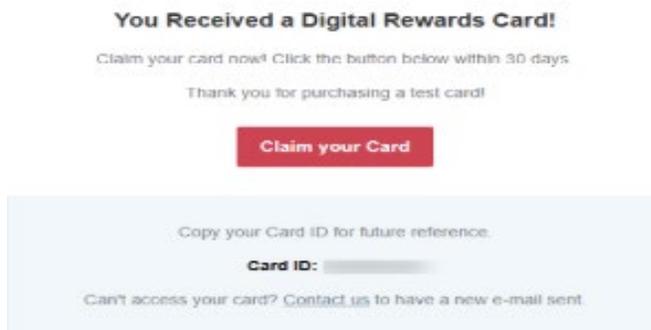
Process: To document the procedure of funding a US Bank Digital Rewards Visa card to compensate research participants, or other individuals partaking in outreach programs such as patient support.

Important items to know prior to getting started

- Minimum load: \$25
- Maximum load: \$599 (see BPM E-9)
- Digital card load fee: \$1 per card
- The UK Digital Rewards Card Funding spreadsheet, provided by Accounts Payable Services (APS), is specifically formatted to meet the system requirements to fund and email the Digital Rewards Visa card to a participant. Here is a screenshot of the email the participant will receive:

From: **U.S. Bank Digital Card**
<YourDigitalRewardsCard@mydigitalcard.com>

Enclosed is your University of Kentucky Digital Rewards Card!



Participants can expect to receive this email approximately 30 minutes after the funding spreadsheet has been successfully processed.

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Step 1

Building your spreadsheet

1. Create a copy of the UK Digital Rewards Card Excel spreadsheet provided by APS and save it as an XLSX file on a department drive using the name format:

UK Digital_Custodian/PI Last Name_Current Date
(example: UK Digital_Smith_110824)

Note: This will be the spreadsheet that you will build and email to loadablecard@uky.edu to load funds to a digital card and email to the participant.

2. Enter the participant(s) information in these columns:

Column D: Load Amount

Column E: Last Name*

Column F: First Name*

Column P: Email Address

Column Y: Special message to the participant displayed in the email invite – 70 characters max (optional)

Column BL: Reference - project name/payment memo or a unique participant ID if applicable*.

Step 2

Email spreadsheet

1. Email the spreadsheet to loadablecard@uky.edu and copy the PI/Account Custodian. Use the file name as the subject line of the email.

Note*: If the project is NIH funded or has been granted a Certificate of Confidentiality (CoC), enter “Valued Cardholder” as the participant’s name in columns E and F. Additionally, enter the participant’s unique participant ID in column BL. A copy of the relevant document must be included with the spreadsheet. Departments are to internally maintain detailed records that will identify the first and last name of the participant.

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Step 3 Confirmation	<p>Note: If you are submitting more than one file to be uploaded for the same project in the same day, the file name must be unique. In such case, include a “2” on the end of the file name to indicate the second file upload. (example: UK Rewards_Smith_080124_2.xlsx)</p> <p>The Loadable Card Team will respond to the email to confirm whether the file was successfully loaded or if there were errors.</p>
Questions	<p>Email: loadablecard@uky.edu Website: https://www.uky.edu/ufs/loadable-card-program</p>