

REV Prepaid Portal

Program Administrator – User Guide

Table Of Contents

Section 1 – Your Account Overview.....	3
Login User Account	3
Login Page Overview	4
Portal Page Overview	5
View Program Details	6
View User Details	7
View and Download User Report	8
Section 2 – Customizing Access For Your Cardholders	9
Create New User – Individual Account	9
Create New Users – Multiple Accounts (Bulk)	11
Assign Card to a Cardholder	14
View Cardholder Details	16
Update Cardholder Details	17
View Card Order Details	19
Load Funds to Cardholders (Individual)	21
Load Funds to Multiple Cardholders (Bulk)	22
Section 3 – Troubleshooting.....	24
Report Card as Lost or Stolen	24
Freeze Card or Unfreeze Card	25
Reset Password or Initiate New Temporary Password	26