



Business Account User Guide

Version 6
December 2012



TABLE OF CONTENTS

- I. Basic Navigation
 - a. Login
 - b. Reset/Change Password
 - c. Change Basic Account Information

- II. Card and Product Orders
 - a. Order Cards
 - b. Order Products Only
 - c. Manage Pending Orders
 - d. Import/Export Product Order
 - e. Pay for Order
 - f. Autoload

- III. Card Management
 - a. Branches
 - i. Create, Rename and Remove
 - b. Groups
 - i. Create, Rename and Remove
 - ii. Block and Unblock
 - iii. Export and Import
 - iv. Move Cards between Groups
 - v. Associate and Re-Associate Card
 - c. Cards
 - i. Look Up Card Details
 - ii. Block and Unblock Card
 - iii. Block and Unblock Product
 - iv. Replace Card
 - v. Disassociate Card
 - vi. E-vouchers

- IV. Generate Reports

- V. Appendices
 - Appendix A: Actionlist: Action Needed to Complete Card Changes
 - Appendix B: .XML and .CSV File Structure
 - Appendix C: E-vouchers
 - Appendix D: Disassociation

BASIC NAVIGATION

LOGIN

To login, go to orcacard.biz and enter your 4-digit Business Account ID (assigned by your Lead Agency) into the 'Business Account ID (Username)' field and your password. Note: your Business Account ID cannot be changed.

You can only have one password for your account. All authorized users will use the same password and have the same level of access to your account. Account login information should be distributed only to those who need access to your account for ordering or management purposes.

RESET FORGOTTEN PASSWORD

If you forget your password, click the **Login help?** link on the login page then on the link **Forgot your password?** on the next screen. This link will take you to a re-set password screen.

To complete this task you will need your Business Account ID number and either:

- Your business name exactly as it appears on the website
- Or your tax ID number.

Your new password will be sent to the email address of the primary business contact person specified in your agreement.

If the system indicates that a new password has been sent and you did not receive it, check with your IT staff to see if the email address contactus@orcacard.com has been filtered.

CHANGE PASSWORD

You can change the password for your Business Account by clicking on the **Update Password** link in your Welcome page. Click on Welcome in the left navigation bar to navigate to the Welcome page.

CHANGE BASIC ACCOUNT INFORMATION

If you need to review or change basic information about your agreement, such as addresses or phone numbers, click on **Account Details** in left navigation bar, once you've logged in.

There are two tabs at the top of this page:

- **Business Account information** – review company information, such as company name, tax ID and addresses. [Contact your Lead Agency](#) if any of this information needs updating.
- **Contact Information** – edit the contact information you entered initially or add additional contact people.

Make sure to click the **Save** button on the bottom of the page to save any changes you've made.

CARDS AND PRODUCTS ORDERING

Once a Business Account Agreement is approved by the Lead Agency, the business can initiate card and/or product orders using the Business Account website. Orders placed on accounts configured for credit card payment will be automatically approved and the order filled as soon as possible after the credit card transaction completes. Orders placed on accounts configured for check payment will still need to be approved by the Lead Agency before they are filled.

Cards can be ordered with or without products loaded onto them, depending on the needs of the Business Account. Once cards have been purchased and distributed, additional products can be ordered for those cards on an ongoing basis.

ORDER CARDS

If you need to order a replacement card for an existing card that has product on it (i.e. for an employee who has lost a card with product on it), then please go to page **21** for instructions.

After logging into your account, your account's Welcome page will appear.

In the "My Orders" box a list of all current orders will be displayed, with their status noted (pending, approved, completed). If there are no orders, the list will be empty.

1. Select **Orders** from the left navigation bar.
2. Select **Get New Cards** on the Orders screen.
3. You are now at the **Create New Card Order** screen. Fill in the order details.
 - a. Select a **branch** name
 - b. Select a **group** name
 - c. Identify the **quantity** of cards to be ordered
 - d. Enter a **description of your order** (optional)
 - e. Select the required **card type**

NOTE: Only standard cards are available at this time.

- f. Select **Card Printing Template and personalization file**

NOTE: This is a feature with an additional cost - Your Lead Agency will work with you on this option if pertinent.

- g. Identify **passenger type** (i.e. adult, youth)
 - i. If choosing youth, enter the **youth card expiration** month and year (mm/yyyy). If you need youth cards, please check with your Lead Agency to verify eligibility criteria and expiration limitations.

- ii. If a cardholder in your business/institution has a Regional Reduced Fare Permit (RRFP) on the card and you want to load business products, please refer to the section on Association, page **17**.
 - h. Enter any **special handling instructions** (i.e. shipping instructions)
 - i. Enter any **notes** into the Notes log
 - j. Any **card fee** will show up here.
4. Click **Next** – you will now be at the **Create a New Order-Add Products** page - If you are ordering empty cards with no products, skip to step 6. If you are ordering cards with a specific product, go to step 5.
 5. On Create a New Order-Add Products page, check **Business Choice** box then select the product(s) you want to have preloaded onto the cards. Selecting a product here will apply that product to all cards in the order.
 6. Click **Next** - You will now be at the **Order Summary** page. You will be given an order number, quantity of cards ordered and the total cost of the order.
 7. Select the **Shopping Cart** from the left navigation bar.
 8. You can now **confirm your order**. Click the box next to your order number and then select **Confirm Order**. Or, to remove your order from the shopping cart, click the box next to your order number then select **Remove from shopping cart**.
 9. At the **Confirm Current Orders** page, select **Confirm** again.
 10. When status shows "**ready for payment**," you can make your payment and your order will be processed.

NOTES: If you are paying by credit card, the order is automatically approved after you confirm and successfully process payment; it does not require Lead Agency approval.

If paying by check, once you confirm the order and remit payment, your Lead Agency must approve before it is processed and shipped. Approval will be done once payment is received. Once approved by the Lead Agency, the order cannot be changed. See page **10** for detailed payment information prior to placing your order.

ORDER PRODUCTS ONLY

Once you have your cards, you can purchase products for them as needed. If you are buying monthly passes, you will need to order new pass loads every month. You may also wish to load value into an E-purse or an E-voucher.

NOTE: No matter which order or payment process you use, cards must be tapped on an ORCA card reader within 60 days of order to complete the product load.

To order products after you already have your ORCA cards:

1. After logging into your account, the account's Welcome page will appear. If you are already in your account and on a different page, click **Orders** in the left navigation bar. This page displays a list of all current orders.
2. Click **Order Products** to be taken to the correct page.

You have three choices to create your order:

- 1) Create a new order
- 2) Copy last order
- 3) Import an order from an internal spreadsheet. See Import/Export section on page 9.

CREATE A NEW PRODUCT ORDER

1. Click **Create** and you'll be redirected to the Order Management page.
2. Select **branch** name.
3. Select **group** name. (This will load the products on all cards in the group.)
4. For a single card, enter the card serial number. For multiple cards, enter the range of serial numbers. More than one range may be entered.

NOTE: You cannot select both a group and enter card serial numbers on this page.

5. For all cards in the group chosen, click **Add Products**.
6. Click **Next**.
7. Check **Business Choice**.
8. Select the products you want to load on card(s). Available products will be displayed. You can load a pass or money onto the E-purse. If loading a pass you must also select the pass period to load (i.e. January 2012).
9. Click **Next** and the **Order Summary** page will display your order number, the order amount and a message to "follow the instructions in the Shopping Cart."
10. Proceed to the **shopping cart** from the left navigation bar.
11. To **Confirm your order** click the box next to your order number and then select **Confirm Order**. Or, to remove your order from the shopping cart, click the box next to your order number and then select **Remove from shopping cart**.
12. At the **Confirm Current Orders** page, select **Confirm** again.

NOTE: The validation process may take as long as 45 minutes, depending on the website activity volumes. If validation does not occur within 5 minutes, please logout and return to complete your order later.

13. When status shows “**ready for payment**,” you can make your payment and the order will be processed.

NOTES: If you are paying by credit card, your order is automatically approved after you confirm and successfully process payment; it does not require Lead Agency approval.

If paying by check, once you confirm the order and remit payment, your Lead Agency must approve it before it is processed. Once approved by the Lead Agency, the order cannot be changed. See page **10** for detailed payment information prior to placing your order.

MANAGE PENDING ORDERS

Before product orders are confirmed, they may be modified by using the **Order Management** tab.

1. Create a new order, but do not confirm it.
2. Click **Shopping Cart** in the left navigation bar and click the underlined order number.
3. Go to the **Order Management** tab near the top of the page.
4. This screen looks like the first screen used for order placement. Alterations to this page are the means for additions to or deletions from your order.

To add one or more cards and products to the original order:

- Enter the card number(s) or groups you wish to place an order for. Note, you can add additional ranges if you need to by clicking Add Range.
- Click **Add Products** and add as you would for any other order.
- The order will go back to your **shopping cart**. **You may repeat this process (steps 1-4) as often as necessary to complete the order.**

To delete items or cards from an order:

For example, if you placed an order for a large group of cards, but want to remove one of those cards from the order:

- Enter the card number(s)
- Select **Remove Card**

You may also remove a product from an order.

This will remove the selected product from ALL cards on the order.

Finishing the order

When you are done with all adjustments, go back to the shopping cart and confirm the order. Go to the Order Summary tab to see all details in one order.

You can also remove entire orders from the shopping cart. Check the box next to the appropriate order and click on **Remove from shopping cart**.

Correcting an order that errors out:

- If an order in the Shopping Cart indicates “Pending-Errors”
- Double click the order number
- Go to the Error tab at the top of the details page and click it to open
- All errors on the order will be listed
- Use the Order Management tab at the top to correct the errors, e.g., remove a card with a duplicate product order, remove a blocked card, etc., then re-save the order and the total cost will be recalculated. Click **Confirm** and the order will re-validate. If all errors have been corrected, the order will move to confirmed status.

COPY A PRODUCT ORDER

An additional method of creating product orders is to **copy** the last approved or completed product order. This is particularly useful if you wish to duplicate an order to add E-purse funds to the same cards or to duplicate an E-voucher order. We do not recommend copying a pass product order as it will duplicate the pass month. If you do copy a pass product order, be sure to change the pass date to the correct month before completing the order.

1. On your Welcome page, click **Order Products** in the **My Orders** box or select **Orders** from the left navigation bar, then click **Order products**.
2. Select **Copy**.
3. This step will take you to the **Order Summary** page where you can verify or, if necessary, cancel the new order.
4. If you wish to proceed with the order, you must confirm and pay for it. Click **Shopping Cart** from the left navigation bar, select the pending order and click **Confirm Orders** to confirm.

NOTES: If you are paying by credit card, your order is automatically approved after you confirm and successfully process payment; it does not require Lead Agency approval.

If paying by check, once you confirm the order and remit payment, your Lead Agency must approve it before it is processed. Once approved by the Lead Agency, the order cannot be changed. See page **10** for detailed payment information prior to placing your order.

IMPORT A PRODUCT ORDER

If you wish to duplicate a previous order in the future (the same products, for the same cards) and the order was exported, you can easily import the order to create a duplicate order.

NOTE: You must always add the first product order directly into the ORCA system. Once the order is completed and paid for, you must export it in your preferred format and use it for your next month's order.

1. Review your file and update the exported .CSV or XML file format **before** importing. Verify the card numbers (deleting replaced or blocked cards and adding new cards appropriately, etc.) and

products as well as the pass month, if you are ordering monthly passes, before importing. See sample file formats in Appendix B.

2. On your Welcome page, click **Order Products** in the **My Orders** box or select **Orders** from the left navigation bar, then click **Order Products**.
3. On the **Order Products** page, select **Choose File** and select the **exported product** order file from your saved files.
4. After selecting the file, click **Import**. This step will take you to the **Order Summary** page where you can verify or, if necessary, cancel the new order.
5. To proceed with the order, you must confirm and pay for it. Click **Shopping Cart** from the left navigation bar, select the pending order and click **Confirm Orders** to confirm.

EXPORT A PRODUCT ORDER

If you wish to duplicate an order in the future (the same products, for the same cards) you can easily export the order to create a file for import.

To export and save Pending, Confirmed, Approved or Completed orders for later:

1. Select the order that you wish to export:
 - a. Select **Pending** orders from the Shopping Cart
 - b. Select **Confirmed, Approved** or **Completed** orders from the Orders page
 - c. Click the underlined order number.
2. Selecting the order takes you to the Order Summary page. From there, select a file type from the drop down list next to the **Export Order** button. The file can be saved as either .XML or .CSV. See sample file formats in Appendix B.
3. Select **Export Order** and choose a location on your computer to save the file.

NOTE: See **Import a Product Order** for information on changing an Exported Order, before re-importing.

PAY FOR YOUR ORDER

Paying for your order may differ depending upon the type of account.

BUSINESS CHOICE ORDERS – MAKING PAYMENT

All orders for Business Choice agreements require prepayment. During the creation of your agreement, your Lead Agency will ask what form of payment you would like to use (i.e., credit card, debit card, check, or money order). This information will be entered into your account. If you wish to change the form of payment at a later time, [contact your Lead Agency](#).

If paying by credit or debit card (Visa or MasterCard only), you will process your payment after your order has been successfully confirmed via the website. Debit cards will be treated as credit cards – no PIN number will be entered.

1. Go to the **Shopping Cart**. Click on the confirmed order number (order status will reflect “Ready for payment”) and click **Process Payment**.
2. A credit card payment screen will appear – complete all requested information. The name on credit card and billing address must match what the issuing bank has on file.
3. Click **Make Payment** (click one time only).
4. Credit card receipt will display if the transaction is successful. Print if you need a copy. The system will not retain this document for future printing.

Once payment is validated, your order will be approved. Each time you place an order you'll need to enter the card information. The ORCA system does not retain credit card information after an order is processed. If at a later time, you wish to use another form of payment, [contact your Lead Agency](#).

If you designate payment by check or money order, print the final order summary and mail it with a check or money order to the payment address designated by your Lead Agency. Once your order summary and payment are received, your order will be approved. Your check payment must be received by your Lead Agency no later than the 25th of the month (for February, we recommend the 23rd) to ensure products are available at card readers by the first day of the pass month.

PASSPORT ACCOUNTS

Your Lead Agency determines payment requirements for Passport Agreements. Typically, once your agreement is approved, an invoice will be generated according to the terms of your agreement and mailed for payment. Timely payment is required to maintain an active agreement.

NOTE: See Passport Agreement for terms of late payment and/or suspension of account due to failure to make payment by the invoice deadline. No refunds due to late payments will be provided.

AUTOLOAD

The Autoload function is not available to the individual cardholder when the card is associated to a Business Account except to set E-voucher settings. See Appendix C for information on E-voucher settings. The Business Account representative should provide this information to each individual as the card is issued.

CARD MANAGEMENT

Card management functions provide tools to group cards for easier product purchase and reporting, allow you to replace lost cards and block and unblock cards as needed.

Both branches and groups are available to businesses for managing cards. Your account must have at least one branch and one group. **We recommend you use the default branch and group created for you in the system unless you have a strong business need to create a more complicated structure.**

Very few accounts need to set up separate branches, but groups based on product type, for example, can make product ordering much simpler. For example, if you have two groups of employees that need a \$2.50 PugetPass and a \$3.00 PugetPass, then you can set up a group for each of these employees and order the same product for that entire group. Another good reason to set up a separate group is to have a group to move blocked cards into so you can keep them separate from your active cards.

A card can only be associated with one branch and one group at a time, though you can move cards between branches and groups as needed. Thinking through how best to use the branch and group structure before you set them up may simplify ongoing administrative tasks associated with your account.

Please note that some specific actions are needed to manage branches and groups. For example, tapping a card on an ORCA card reader within 60 days will be required to complete many actions. See Appendix A for more details on actionlists.

BRANCHES – USED BY VERY FEW COMPANIES

Clicking on **Branches** on the left navigation bar will take you to the screen where you can create a branch, update a branch and remove a branch.

CREATE BRANCH

1. Click **Branches** in the left navigation bar.
2. Click **Create branch** on the Branches page.
3. Enter the name and address of the new branch. You can also enter any special instructions that pertain to that branch, such as delivery instructions (e.g., please call xxxx when delivery is shipped).
4. Click **Create branch** at the bottom of the page when you are finished.

The screen will refresh with a green **“Success”** message indicating the branch was added.

Use the Back button or the left navigation bar to move to a different page.

Wait 24 to 48 hours **BEFORE ordering** cards for or **moving** cards to any newly created branch. If you move cards prior to this time, any products on the cards at the time you move them will be unavailable until the move is completed.

NOTE: After moving cards to a Branch, you must wait another 24 to 48 hours for this new actionlist to download to all devices. After that time, the cards must be tapped within 60 days for them to become associated with this Branch. (Tapping is not necessary when you order new cards for the Branch.) Once the cards have been tapped, you may order products for those cards. Any products on the cards at the time you move them should remain unaffected. See Appendix A for more details on actionlists.

UPDATE BRANCH

1. Click **Branches** in the left navigation bar.
2. Select the branch you want to update by **checking the box** next to that branch on the Branches screen.
3. Click **Update branch**.
4. Make any necessary changes.
5. Click **Update branch** at the bottom of the screen when you are finished.

The screen will refresh with a green **"Success"** message indicating the branch was updated. Use the Back button or the left navigation bar to move to a different page.

REMOVE BRANCH

You cannot delete a branch with cards still assigned to it. If you try to remove a branch that still has cards assigned to it, you will receive an error message. However, moving cards to another branch may not result in removal of the branch IF those cards are not tapped before you remove the branch. See **NOTE** under **CREATE BRANCH** about moving cards between branches.

Make sure that all cards assigned to a branch that you wish to remove have been reassigned to another branch before completing the following steps and that all cards have been tapped.

After all cards are moved out of the branch you are trying to remove, you can remove the branch using the instructions provided below.

1. Click **Branches** in the left navigation bar.
2. **Check the box** next to the branch to be removed.
3. Click **Remove branch**. You will be taken to a confirmation page, where branches designated for removal will be listed. Review this page carefully.
4. Click **Confirm** to delete designated branch. After you click confirm, the branch will be permanently deleted.

The screen will refresh with a green **"Success"** message indicating the branch has been removed and listing the remaining branches. Use the Back button or the left navigation bar to move to a different page.

GROUPS – USED BY MANY COMPANIES

Card groups can be used to simplify product ordering or card management functions, such as blocking cards. A default group will be created for all cards if no action is taken by the business. All groups must be assigned to a branch. Group names can be reused in different branches, but a card can only be in one group and one branch at a time.

This section covers creating, renaming and removing groups, blocking/unblocking, importing/exporting and moving cards between groups.

CREATE GROUP

1. Click **Groups** in the left navigation bar.
2. Click **Create group**.
3. Select the correct branch from the drop down menu.
4. Enter a group name and description. The group name must be alphanumeric. The field will not accept special characters.
5. Click **Create group**.

The screen will refresh with a green **“Success”** message indicating the group was added.

Use the Back button or the left navigation bar to move to a different page.

Wait 24 to 48 hours **BEFORE ordering** cards or **moving** cards to any newly created group. If you move cards prior to this time, any products on the cards at the time you move them will be temporarily unavailable until the move is completed.

NOTE: After moving cards to a Group, you must wait another 24 to 48 hours for this new actionlist (See Appendix A for more details) to download to all devices. After that time, the cards must be tapped within 60 days for them to become associated with this Group. (Tapping is not necessary when you order new cards for the Group.) Once the cards have been tapped, you may order products for those cards. Any products on the cards at the time you move them should remain unaffected.

If the card is not tapped after moving to the new Group, the card will not be in the group EVEN IF it appears to be on the website. And any product adds you do by Group will not load product to that card.

REMOVE GROUP

You cannot delete a card group with cards still assigned to it. To remove a group from your account you must first move the cards in that group to another group. Wait 24 to 48 hours. Tap all cards to be moved from the old group to the new group. After all the cards are moved from the old group, that now-empty group can be deleted. See **NOTE** under [CREATE GROUP](#) above about moving cards between groups.

1. Click **Groups** in the left navigation bar.

2. **Check the box** next to the group to be removed.
3. Click **Remove Group**. You will be taken to a confirmation page, where groups designated for removal will be listed. Review this page carefully.
4. Click **Confirm** to delete designated groups. After you click confirm, the group will be permanently deleted.

The screen will refresh with a green **“Success”** message indicating the group was removed. Use the Back button or the left navigation bar to move to a different page.

RENAME GROUP

1. Click **Groups** in the left navigation bar.
2. **Check the box** next to the group to be renamed.
3. Click **Rename Group** near the bottom of the page.
4. Type the new group name and description. The group name must be alphanumeric. The field will not accept special characters.
5. Click **Update**.

The screen will refresh with a green **“Success”** message indicating the group was renamed. Use the Back button or the left navigation bar to move to a different page. There is no waiting period or tapping requirement to rename a group.

BLOCK CARD GROUPS

A business can block entire groups of cards. For example, when employees leave the company, the business may move these cards to a group for former employees and block that entire group of cards. Blocking a group means that products purchased by the business can't be used by the cardholder. Blocking and unblocking occur through the actionlist process. See Appendix A for details on the actionlist process.

1. Select **Groups** from the left navigation bar.
2. Check the box next to the group to be blocked.
3. Click **Block group**.
4. Select a reason for blocking the group using the drop down menu.

NOTE: The preferred blocking reason is Other. Cards blocked with a reason of lost or stolen cannot be unblocked.

5. Click **Confirm**.

UNBLOCK CARD GROUPS

If the group was blocked temporarily, it can be unblocked using the reverse function on the website.

NOTE: The preferred blocking reason is Other. Cards blocked with a reason of lost or stolen cannot be unblocked.

1. Select **Groups** from the left navigation bar.
2. **Check the box** next to the group to be unblocked.
3. Click **Unblock group**.
4. Click **Confirm**.

NOTE: Card must be tapped at a card reader after 24-48 hours and within 60 days to complete the action.

EXPORT A CARD GROUP

1. Select Groups from the left navigation bar.
2. **Check the box** next to the group to be exported.
3. Click **Export group**.
4. A pop-up will ask if you want to Open or Save the file.
5. Click **Save** and note the location where the file will be saved.

IMPORT A CARD GROUP

If you are moving large numbers of cards between groups, regularly blocking or unblocking batches of cards or assigning cards to groups from an internal system for tracking benefits, you may want to use the import/export function.

1. Select **Groups** from the left navigation bar.
2. Click **Import Group** and the Upload Card Group File page will be displayed.
3. Select the appropriate card group by **clicking the checkbox** next to the group, where the card group file will be uploaded. Now wait until group appears in the list of available groups.
4. Click **Choose File** and locate the .XML file to be imported. Make any changes needed before saving the file and renaming it.
5. Provide a file name.
6. Click **Upload File**.

MOVE CARDS BETWEEN GROUPS

A business can move cards between groups. These groups can be within the same branch or within other branches in the same agreement. Moving cards occurs through the actionlist process. See Appendix A for details on the actionlist process.

NOTE: When setting up a new card Group, before moving a card to the new Group you must **allow up to 48 hours** for the actionlist process to occur. The card will not work if the actionlist process does not occur.

NOTE: Cards in the Group must be tapped at a card reader after the actionlist process, and within 60 days, to complete the action. If they are not tapped, they have not moved to the new Group. Therefore, any product load you make for the Group will not complete to any untapped cards.

1. Select **Groups** from the left navigation bar.
2. **Check the box** next to group where the cards you want to move are located.
3. Click **Move Card(s) Between Groups**.

Now the **Groups – move cards** page will be displayed. Use drop down list to identify the **destination group** to which the cards should be assigned.

4. **Check the box** next to the card(s) to move, or use the **Select all cards in the group** checkbox.
5. Click **Move A Groups – move cards** confirmation page will be displayed.
6. Click **Move** to complete the reassignment.

ASSOCIATE A CARD

You can add a personal card to a specific group using the add card function.

NOTE: Tap the card 24-48 hours after you associate the card to complete the transaction. 24-48 hours after you tap the card, it will appear in your account and is ready for you to add product.

1. Select **Groups** from the left navigation bar.
2. Select the branch and group in which you want to add the card.
3. Click **Associate a Card** button and you'll be taken to the **Add Card to Group** screen.
4. Enter the **card serial number** (eight digits, located in the lower left corner of the card) and the **card verification number** (three digits, located in the lower right corner of the card).

NOTE: You must have both sets of numbers to associate a card to the Business Account.

5. Click **Add Card** to complete the action.

RE-ASSOCIATE A CARD

You can add a card you had previously disassociated from your Business Account. A card can only be re-associated to the original Business Account where it was issued. You cannot re-associate a card originally issued to another Business Account.

1. Select **Groups** from the left navigation bar.
2. Select the branch and group in which you want to add the card.
3. Click **Associate a Card** button and you'll be taken to the **Add Card to Group** screen.
4. Enter the **card serial number** (eight digits, located in the lower left corner of the card) or a range of **card serial** numbers.
5. Click **Re-associate** to complete the action.

MANAGE INDIVIDUAL CARDS

A business can look up card details to see products on cards, block and unblock individual cards and individual products on cards and replace lost or damaged cards. These actions occur through the actionlist process. See Appendix A for details on the actionlist process.

LOOK UP CARD DETAILS

Select Cards from the left navigation bar. Enter the card serial number (8-digit number on front of card) or search for cards by group, active or blocked, or by product. Click on view to display cards, then click on the card serial number to see details. View card status, group and products on the card. You also have options to block (or unblock), replace or disassociate the card from this screen.

BLOCK A CARD

A Business Account can block a card for the following reasons:

- Card is lost or stolen or card is not returned by former employee.
- Card is damaged or defective.
- Card is returned by the employee.

Blocking an individual card blocks **ALL** products loaded on that card.

NOTE: The preferred blocking reason is Other. Cards blocked with a reason of lost or stolen cannot be unblocked.

NOTE: If you need a replacement card or want to transfer products from the card you are going to block to an empty card you have in stock, please refer to Card Replacement Procedures on page **21**.

1. To block a card, select **Cards** from the left navigation bar.
2. Select the card to block using any of the following search criteria:
 - a. A specific card serial number
 - b. Branch and group criteria
 - c. Card status (e.g. active or blocked)
 - d. Type of product on the card.
3. Click **View** after selecting the search criteria. A list of cards meeting those criteria will be returned.
4. Select the card you wish to block by clicking the **card serial number**.
5. The Card Account details – for card “xxxxxxx” will appear.
6. Click **Block Card**.
7. Select the **reason** for blocking the card from the drop down menu.

NOTE: We do not recommend blocking cards with a reason of lost or stolen because they cannot be unblocked.

8. Click **Confirm** to complete the block card action. The Card Account Details screen display will indicate the card status as blocked.

UNBLOCK A CARD

A Business Account representative can unblock a card that has previously been blocked, except if it was blocked with a reason of lost or stolen.

1. To unblock a card, select **Cards** from the left navigation bar.
2. Select the card to unblock using any of the following search criteria:
 - a. A specific card serial number
 - b. Branch and Group criteria
 - c. Card status (e.g. Active or Blocked)
 - d. Type of product on the card.
3. Click **View** after selecting the search criteria. A list of cards meeting those criteria will be returned.
4. Select the card you wish to unblock by clicking the **card serial number**.

5. The Card Account details – for card “xxxxxxx” will appear.
6. Click **Unblock Card**.

NOTE: We do not recommend blocking cards with a reason of lost or stolen because they cannot be unblocked.

7. Click **Confirm** to complete the unblock card action. The Card Account Details screen display and will indicate card status as active.

NOTE: Card must be tapped at a card reader after 24-48 hours but within 60 days to complete the action.

BLOCK A PRODUCT

If an employee is leaving the company and the company has agreed to allow the employee to retain the card, then it may be better in most cases to simply disassociate the card. A Business Account representative can block products on a card, but it is not recommended because the card will still look like your Business Account’s card. If the cardholder contacts ORCA customer service for help, then they will refer the person back to you. See Appendix D for instructions on disassociating a card and when it would be a preferred action. Blocking a product occurs through the actionlist process.

NOTE: The blocked product cannot be recovered by the Business Account. It is recommended that a company collect cards from employees who leave and reissue to other employees as needed instead of blocking product.

1. Select **Cards** from the left navigation bar.
2. Select the card that you want to block using any of the following search criteria.
 - a. A specific card serial number
 - b. Branch and Group criteria
 - c. Card status (e.g. active or blocked)
 - d. Type of product on the card
3. Click **View** after selecting the search criteria. A list of cards meeting those criteria will be returned.
4. Click the **serial number** of the card that you want to block products on. The **Card Account Details – for card “xxxxxxx”** will appear.
5. Click **Block/Unblock Products** at the bottom of the page.
6. **Check** the **product(s)** you want to block.
7. Select a **Blocking Reason** from the drop down menu.
8. Click **Update** at the bottom of the page.

9. You will receive a message asking if you are sure you want to block/unblock the product. Click the appropriate answer.

The screen will refresh with a green **“Confirmation”** message indicating the selected products have been action listed to be blocked.

NOTE: Card must be tapped at a card reader after 24-48 hours and within 60 days to complete action.

UNBLOCK A PRODUCT

A Business Account representative can unblock products. Unblocking a product is accomplished through the actionlist process.

1. Select **Cards** from the left navigation bar.
2. Select the card with the product you want to unblock using any of the following search options:
 - a. A specific card serial number
 - b. Branch and Group criteria
 - c. Card status (e.g. active or blocked)
 - d. Type of product on the card.
3. Click **View** after selecting the search criteria. A list of cards meeting those criteria will be returned.
4. Click the **serial number** of the card that you want to unblock products on. The **Card Account Details – for card “xxxxxxx”** will appear.
5. Click **Block/Unblock Products** at the bottom of the page.
6. Choose the **product** you want to unblock, click **Unblocked** and type in a reason for unblocking (optional).
7. Click **Update**.
8. You will receive a message asking if you are sure you want to block/unblock the product(s). Click the appropriate answer.

The screen will refresh with a green **“Confirmation”** message indicating the selected products have been actionlisted to be unblocked.

NOTE: Card must be tapped at a card reader after 24-48 hours and within 60 days to complete action.

REPLACE A CARD

If a card on a Business Account is lost, stolen, damaged or defective, it can be replaced and all products moved to an empty card. The replacement cost would be the current fee for an ORCA card (\$5), unless you have a supply of empty cards.

NOTE: You may not replace a **youth** card to an existing card in inventory unless you have an existing unused empty youth card already associated with your Business Account. If no appropriate card is in inventory you need to replace a youth card to a new replacement card (see step 6). If you need to replace a **Regional Reduced Fare Permit** you must order a new replacement card (see step 6). Or, please [contact your Lead Agency](#) for assistance.

1. Select **Cards** from the left navigation bar.
2. Enter the card serial number to be replaced and click **View**.
3. Click on the card serial number (shown on the lower left of screen).
4. Click **Replace Card** (you should be on the card details tab; if the card is blocked, you must first unblock).
5. Select the option you wish for replacement.
6. If a new card, go to steps 8-10 (you will pay the \$5 card fee by credit card. If paying by check, please [contact your Lead Agency](#)).
7. If an existing card, go to steps 11-13 (you must have a never used, empty card in stock, with no product or transaction history).

NEW CARD - If you are paying by Visa or MasterCard

Credit card payment screen appears; complete all requested information.

NOTE: Name on credit card and billing address must match what the issuing bank has on file.

8. Click **Make Payment** (**click one time only**).
9. Credit card receipt will display if the transaction is successful. Print if you need a copy. The system will not retain this document for future printing.
10. The original card is permanently blocked. You will receive your replacement card in the mail in a few days. Any pass products will be automatically transferred to the new card. E-purse will transfer in 8-10 days and requires the new card be tapped at an ORCA card reader after that period but within 60 days to download the funds.

EXISTING CARD

11. Replace with existing **never** used, **empty** card with no product or transaction history.
12. Enter destination (new/empty) card serial number.

13. Click **Confirm**. Confirmation of your transaction will appear. Print for your records, the system will not retain this screen.

ALL REPLACEMENTS

14. Tap new card at an ORCA card reader after 24-48 hours to download pass data. E-purse will transfer in 8-10 days and requires the new card be tapped at an ORCA card reader after that period but within 60 days to download the funds.
15. The original card is now **blocked permanently**.

DISASSOCIATE A CARD

If you would like to allow an employee to continue using a Business Account card after leaving your company, then you can disassociate the card and the Business Account products will no longer function. See Appendix D for additional information on disassociation.

1. Select **Cards** from the left navigation bar.
2. Enter the card serial number to be disassociated and click **View**.
3. Or, to disassociate more than one card, click on Disassociate Card(s) in the lower right and specify a range(s) of serial numbers, a group, or upload an .XML or .CSV file of card serial numbers. See Appendix B for file format details.
4. Click Disassociate.
5. Click Confirm.
6. Tap card at an ORCA card reader after 24-48 hours, but within 60 days, to complete disassociation.

NOTE: Business Account products will no longer function, but Passport and PugetPass through the end of the product validity period will always display on the cardholder details page. A cardholder can see this page by registering their card and creating a My ORCA login at orcacard.com. You may want to notify your employee of this so they are not confused.

E-VOUCHERS

An E-voucher allows a Business Account to provide funds on an ORCA card which can then be redeemed automatically, at an agency customer service center, a retail location, a ticket vending machine, or online. See Appendix C or [contact your Lead Agency](#) for more details on E-vouchers.

GENERATE REPORTS

A Business Account can generate the following reports:

- Expired Vouchers
- Institutional Card Status
- Institutional Linked Ridership Summary
- Institutional Transaction History
- Institutional Unlinked Ridership Summary
- Unredeemed Products

There are additional reports you will see listed that are either not available or only available to particular accounts:

- Institutional Card Account Transaction History – only for WSF Commercial Accounts
- Institutional Card Group Management – only for University of Washington
- Institutional Vanpool Subsidy Status – not currently available
- Institutional Vanpool Usage – not currently available

NOTE: Due to privacy concerns, none of the ridership reports include card serial numbers. Be aware that if cards are disassociated from the Business Account and no longer appear on list of cards, those card numbers may continue to appear on reports (below) because history of the card(s) remain in the system.

REPORT DESCRIPTIONS

- **Expired Vouchers** – Determine the total amount of expired vouchers for a particular month and year.
- **Institutional Card Status** – Displays the number of cards that have products loaded but are not currently in use, the cards which are in circulation but have no activity recorded against them within the current month, all blocked cards as of the current point in time and all active cards.
- **Institutional Linked Ridership Summary:** Provides a summary of linked trip ridership statistics.
- **Institutional Transaction History:** Lists transaction data for business account cards (no serial numbers).
- **Institutional Unlinked Ridership Summary:** Provides detailed unlinked trip ridership statistics.
- **Unredeemed Products:** Provides details of products that were ordered, but not redeemed, during the billing period or the agreement period. These products include vouchers which are not redeemed because cardholders did not tap their cards within the required timeframes.

REPORT LOGIN

A Business Account can access the reporting by either going to <https://reports.orcacard.com> or by logging in to the Business Account website (orcacard.biz) and clicking Launch Report Generator in left hand navigation.

When you open the login page, your user name is your 4-digit Business Account ID number and your password is the same as your Business Account website password. Make sure authentication is set to **Windows AD**.

Once you login, click on Document List, then click on Public Folders, On Demand and finally, Institutions to access your list of reports.

REPORT BASICS

To get started, right-click on any report or highlight the report and click Actions to see a drop-down menu with options.

The options are:

- **View:** Instantly run a report. For some reports, you will be prompted to enter various parameters (e.g., date range). You can view the report on screen, print or export it.
- **Properties:** Provides a short description of the report including the dates the report was last run or modified.
- **Categories:** Business accounts can create sub-categories for storing certain reports. This feature is probably unnecessary for most users.
- **Schedule:** Use this parameter to schedule the report to run now, or on a periodic basis. You have many options to customize the report using this option, including applying filters and having the report automatically emailed when it is run.
- **History:** Past occurrences of each report will be stored and you can select one to view using the History option.
- **New, Add, Organize** Additional options that are displayed, but are non-applicable for business accounts reports.

SCHEDULE A REPORT

Right-click on the reports you'd like to run or highlight the report and click on Actions then click on Schedule. Specify all the options for the report you'd like to run as follows:

- **Instance Title:** Edit the provided title if you'd like something that is more meaningful to you.
- **Recurrence:** Specify when you'd like the report to run. The most commonly chosen option is Now, but you can also choose to have a report automatically at certain frequencies.

- **Parameters:** Click Edit for each parameter and fill in the needed information for each one. This step is critical because you need to have some value filled in for each parameter or the report will not run.
- **Format:** Choose the file format you'd like for the report. Microsoft Excel (97-2003) (Data Only) or Separated Values (CSV) works well for data analysis. PDF works well for presentations.
- **Destination:** Choose where you'd like the file delivered. The Default Enterprise Location will save the file in the history for that report. You can also choose Email to have the file emailed directly to you. Choose Email and then uncheck the box next to Use default settings. Enter the 'from' address as anything that makes sense to you and won't get rejected by your email system. The 'to' field is for the email address you'd like the report sent.
- **Filters, Print Settings, Events and Scheduling Server Group:** These are all options that are displayed, but are non-applicable for Business Account users.

Once you have specified all your options, click Schedule in the lower right-hand corner. The report will begin running and will say "complete" when finished or send an email depending on the options you specified.

NOTE: You may also use the disk icon to the left of the print icon to save the document in a format you can open on your computer such as Excel, and print from there.

APPENDIX A – ACTIONLIST: ACTION NEEDED TO COMPLETE CARD CHANGES

Most changes you make to your ORCA cards from the Business Account website require the card be tapped before the action can be completed.

Examples of changes include:

- Blocking or unblocking cards
- Moving cards between groups and branches
- Adding product and/or E-purse value to card
- Disassociation of a card.

Remember, to complete/activate a change made from the Business Account website, the following must also happen:

- An ORCA system download (Downloads happen twice daily - at approximately 2:00 a.m. and 2:00 p.m.)
- ORCA readers must receive the change message (*takes 24 to 48 hours*)
- **Cards must be tapped*** (usually 48 hours after change is initiated).

*Employees may tap their ORCA card to complete the change as follows, matrix example uses adding value:

Reader Location	Reader Display Example
On a bus	Pass \$X.XX* "Added Pass" \$X.XX <i>*NOTE: Amt. listed will be Pass value (monthly) - Passport (annual) shows \$0.00</i>
WSF Turnstile	Card will update, but no message will display.
Stand Alone Readers (e.g., yellow devices at train, rail and SWIFT stations)	International District (location), 01/04/2010 (date) Fare paid \$X.XX "Card Revalued" <i>NOTE: If using the Stand Alone simply to activate change with no trip, tap off once message is read, this will cancel your trip.</i>
TVM	Screen Display Example
ORCA /card and Ticket Vending Machine (TVM)	Action: Place card in card reader Action: Touch screen on button – "Show ORCA Card Details" TVM Message: E-purse value or Pass is listed on card detail screen
Reader Display: Red text = confirmation that change has taken place, otherwise follow procedures as listed.	

APPENDIX B – .XML AND .CSV FILE STRUCTURE SAMPLES

The following samples show the basic .XML and .CSV file structures for common actions on the Business Account website. Much of the coding is unique to your Business Account. These are just samples for format purposes. You will need an .XML or .CSV editor to make changes to these files.

Please seek the expertise of your Information Technology Department should you need assistance.

A Business Account can export data by:

- Clicking on any order on the orders page and then clicking Export Order at the bottom of the order page.
- Clicking Export group at the bottom of the groups page.

Note: If the Business Account elects to orders products that were not part of the original orders in use when .CSV and .XML file structures were created, a new order will need to be placed for the new product, e.g., a \$5.50 PugetPass, and completed. After that time, that order can be exported in .XML to identify the unique product code generated for the Business Account. That unique identifier can then be included in future imported files. This is necessary because each product code is unique to the Business Account.

.CSV FILE STRUCTURE – PRODUCT ORDER

```
name,id,agreementid,Businesschoicelist,Voucherslist,Businesspassportlist,Cardslist
TEST Ajax Plumbing,1102,1123,Metro Monthly Vanpool/Transit Pass 1 Zone;21801;1|King County
Metro Institutional Vanpool Pass;13890;1|Purse;13889;1|PugetPass $0.50;13921;1|PugetPass
$0.75;13891;1|PugetPass $1.00;13892;1|PugetPass $1.25;13893;1|PugetPass
$1.50;13894;1|PugetPass $1.75;13895;1|PugetPass $2.00;13896;1|PugetPass
$2.25;13897;1|PugetPass $2.50;13898;1|PugetPass $2.75;13899;1|PugetPass
$3.00;13900;1|PugetPass $3.25;13901;1|PugetPass $3.50;13902;1|PugetPass
$3.75;13903;1|PugetPass $4.00;13904;1|PugetPass $4.25;13905;1|PugetPass
$4.50;13906;1|PugetPass $4.75;13907;1|Metro Vanpool Bookkeeper Pass;13910;1|Kitsap Transit Full
Fare Pass;13911;1|Kitsap Transit Reduced Fare Pass;13912;1|Kitsap Transit Worker/Driver Full Fare
Pass;13913;1|WSF Mukilteo-Clinton Monthly Pass;13914;1|WSF Vashon Island Monthly
Pass;13915;1|WSF Fauntleroy-Southworth Monthly Pass;13916;1|WSF Central Sound Monthly
Pass;13917;1|WSF Port Townsend - Coupeville Monthly Pass;13919;1|Pierce Transit Summer Youth
Pass;13920;1|Metro Monthly Vanpool/Transit Pass 2 Zone;21803;1|,TEST for 2 Purse;10006;2|test
sept 09 Purse;10349;2|King County Metro Institutional Vanpool Pass;10385;2|Kitsap Transit Full Fare
Pass;10386;2|Kitsap Transit Reduced Fare Pass;10387;2|Kitsap Transit Worker/Driver Full Fare
Pass;10388;2|Metro Monthly Vanpool/Transit Pass 1 Zone;10391;2|Metro Monthly Vanpool/Transit
Pass 2 Zone;10393;2|Metro Vanpool Bookkeeper Pass;10395;2|Pierce Transit Summer Youth
Pass;10396;2|PugetPass $0.50;10397;2|PugetPass $0.75;10398;2|PugetPass
$1.00;10399;2|PugetPass $1.25;10400;2|PugetPass $1.50;10401;2|PugetPass
$1.75;10402;2|PugetPass $2.00;10403;2|PugetPass $2.25;10404;2|PugetPass
$2.50;10405;2|PugetPass $2.75;10406;2|PugetPass $3.00;10407;2|PugetPass
$3.25;10408;2|PugetPass $3.50;10409;2|PugetPass $3.75;10410;2|PugetPass
$4.00;10411;2|PugetPass $4.25;10412;2|PugetPass $4.50;10413;2|PugetPass $4.75;10414;2|WSF
Central Sound Monthly Pass;10415;2|WSF Fauntleroy-Southworth Monthly Pass;10416;2|WSF
Mukilteo-Clinton Monthly Pass;10417;2|WSF Port Townsend - Coupeville Monthly Pass;10418;2|WSF
Vashon Island Monthly Pass;10419;2|$27 voucher PugetPass $0.75;11360;2|Purse;11361;2|$81
voucher PugetPass $2.25;11358;2|Purse;11359;2|voucher for 50c pugetpass Purse;11588;2|$10 test
```

voucher Purse;63839;2|\$30 test voucher Purse;65806;2|Access test voucher
Purse;63070;2|,,10844607;65806;2;00/0000;00/0000;3000;Purse|10725902;63839;2;00/0000;00/00
00;1000;Purse|

.XML FILE STRUCTURE – PRODUCT ORDER

```
<?xml version="1.0" encoding="UTF-8" ?>
- <productorder>
- <institution>
  <name>TEST Ajax Plumbing</name>
  <id>1102</id>
</institution>
- <agreement>
  <id>1123</id>
</agreement>
- <programs>
- <businesschoice>
  <product id="21801_1">Metro Monthly Vanpool/Transit Pass 1 Zone</product>
  <product id="13890_1">King County Metro Institutional Vanpool Pass</product>
  <product id="13889_1">Purse</product>
  <product id="13921_1">PugetPass $0.50</product>
  <product id="13891_1">PugetPass $0.75</product>
  <product id="13892_1">PugetPass $1.00</product>
  <product id="13893_1">PugetPass $1.25</product>
  <product id="13894_1">PugetPass $1.50</product>
  <product id="13895_1">PugetPass $1.75</product>
  <product id="13896_1">PugetPass $2.00</product>
  <product id="13897_1">PugetPass $2.25</product>
  <product id="13898_1">PugetPass $2.50</product>
  <product id="13899_1">PugetPass $2.75</product>
  <product id="13900_1">PugetPass $3.00</product>
  <product id="13901_1">PugetPass $3.25</product>
  <product id="13902_1">PugetPass $3.50</product>
  <product id="13903_1">PugetPass $3.75</product>
  <product id="13904_1">PugetPass $4.00</product>
  <product id="13905_1">PugetPass $4.25</product>
  <product id="13906_1">PugetPass $4.50</product>
  <product id="13907_1">PugetPass $4.75</product>
  <product id="13910_1">Metro Vanpool Bookkeeper Pass</product>
  <product id="13911_1">Kitsap Transit Full Fare Pass</product>
  <product id="13912_1">Kitsap Transit Reduced Fare Pass</product>
  <product id="13913_1">Kitsap Transit Worker/Driver Full Fare Pass</product>
  <product id="13914_1">WSF Mukilteo-Clinton Monthly Pass</product>
  <product id="13915_1">WSF Vashon Island Monthly Pass</product>
  <product id="13916_1">WSF Fauntleroy-Southworth Monthly Pass</product>
  <product id="13917_1">WSF Central Sound Monthly Pass</product>
  <product id="13919_1">WSF Port Townsend - Coupeville Monthly Pass</product>
  <product id="13920_1">Pierce Transit Summer Youth Pass</product>
  <product id="21803_1">Metro Monthly Vanpool/Transit Pass 2 Zone</product>
```

```

</businesschoice>
- <vouchers>
- <voucher name="TEST for 2">
  <product id="10006_2">Purse</product>
</voucher>
- <voucher name="test sept 09">
  <product id="10349_2">Purse</product>
  <product id="10385_2">King County Metro Institutional Vanpool Pass</product>
  <product id="10386_2">Kitsap Transit Full Fare Pass</product>
  <product id="10387_2">Kitsap Transit Reduced Fare Pass</product>
  <product id="10388_2">Kitsap Transit Worker/Driver Full Fare Pass</product>
  <product id="10391_2">Metro Monthly Vanpool/Transit Pass 1 Zone</product>
  <product id="10393_2">Metro Monthly Vanpool/Transit Pass 2 Zone</product>
  <product id="10395_2">Metro Vanpool Bookkeeper Pass</product>
  <product id="10396_2">Pierce Transit Summer Youth Pass</product>
  <product id="10397_2">PugetPass $0.50</product>
  <product id="10398_2">PugetPass $0.75</product>
  <product id="10399_2">PugetPass $1.00</product>
  <product id="10400_2">PugetPass $1.25</product>
  <product id="10401_2">PugetPass $1.50</product>
  <product id="10402_2">PugetPass $1.75</product>
  <product id="10403_2">PugetPass $2.00</product>
  <product id="10404_2">PugetPass $2.25</product>
  <product id="10405_2">PugetPass $2.50</product>
  <product id="10406_2">PugetPass $2.75</product>
  <product id="10407_2">PugetPass $3.00</product>
  <product id="10408_2">PugetPass $3.25</product>
  <product id="10409_2">PugetPass $3.50</product>
  <product id="10410_2">PugetPass $3.75</product>
  <product id="10411_2">PugetPass $4.00</product>
  <product id="10412_2">PugetPass $4.25</product>
  <product id="10413_2">PugetPass $4.50</product>
  <product id="10414_2">PugetPass $4.75</product>
  <product id="10415_2">WSF Central Sound Monthly Pass</product>
  <product id="10416_2">WSF Fauntleroy-Southworth Monthly Pass</product>
  <product id="10417_2">WSF Mukilteo-Clinton Monthly Pass</product>
  <product id="10418_2">WSF Port Townsend - Coupeville Monthly Pass</product>
  <product id="10419_2">WSF Vashon Island Monthly Pass</product>
</voucher>
- <voucher name="$27 voucher">
  <product id="11360_2">PugetPass $0.75</product>
  <product id="11361_2">Purse</product>
</voucher>
- <voucher name="$81 voucher">
  <product id="11358_2">PugetPass $2.25</product>
  <product id="11359_2">Purse</product>
</voucher>
- <voucher name="voucher for 50c pugetpass">
  <product id="11588_2">Purse</product>

```

```
</voucher>
- <voucher name="$10 test voucher">
  <product id="63839_2">Purse</product>
</voucher>
- <voucher name="$30 test voucher">
  <product id="65806_2">Purse</product>
</voucher>
- <voucher name="Access test voucher">
  <product id="63070_2">Purse</product>
</voucher>
</vouchers>
<businesspassport />
</programs>
- <cards>
- <card cs="10844607">
  <product id="65806_2" revalueAmount="3000" validityEndDate=""
validityStartDate="">Purse</product>
</card>
- <card cs="10725902">
  <product id="63839_2" revalueAmount="1000" validityEndDate=""
validityStartDate="">Purse</product>
</card>
</cards>
</productorder>
```

.XML FILE STRUCTURE – CREATE/MAINTAIN CARD GROUPS

File Element	Description/layout
<?xml version="1.0" encoding="UTF8" ?>	Standard XML file header
<maintaincardgroups>	Start file description node
<institution>	Start institution node
<name> Nix BA 001 </name>	Institution name node
<id> 1050479 </id>	Institution id node
</institution>	End institution node
<cardgroups>	Start card groups node
<cardgroup>	Start card group node
<id> 382 </id>	Card group id node
<name> 1234567890123456789012345678901234567890 </name>	Card group name node
</cardgroup>	End card group node
<cardgroup>	Start card group node
<id> 1050405 </id>	Card group id node
<name> Default Group 1050479 </name>	Card group name node
</cardgroup>	End card group node
<cardgroup>	Start card group node
<id> 451 </id>	Card group id node
<name> Group for New Branch </name>	Card group name node
</cardgroup>	End card group node
<cardgroup>	Start card group node
<id> 405 </id>	Card group id node
<name> test </name>	Card group name node
</cardgroup>	End card group node
<cardgroup>	Start card group node
<id> 452 </id>	Card group id node
<name> test 2 </name>	Card group name node
</cardgroup>	End card group node
</cardgroups>	End card groups node
<cards>	Start cards node
<card>	Start card node
<cardserialnumber> 99918010 </cardserialnumber>	Card serial number node
<groupid> 405 </groupid>	Card group id node
</card>	End card node
<card>	Start card node
<cardserialnumber> 99918011 </cardserialnumber>	Card serial number node
<groupid> 405 </groupid>	Card group id node
</card>	End card node
<card>	Start card node
<cardserialnumber> 99916969 </cardserialnumber>	Card serial number node
<groupid> 405 </groupid>	Card group id node
</card>	End card node
<card>	Start card node
<cardserialnumber> 99918000 </cardserialnumber>	Card serial number node
<groupid> 1050405 </groupid>	Card group id node
</card>	End card node
</cards>	End cards node
</maintaincardgroups>	End file description node

.XML FILE STRUCTURE – DISASSOCIATE CARDS

```
<?XML VERSION="1.0" ENCODING="UTF-8" ?>
- <INSTITUTIONDISASSOCIATECARDS>
  <INSTITUTIONID>1050937</INSTITUTIONID>
- <CARDS>
  <CARDSERIALNUMBER>70126159</CARDSERIALNUMBER>
  <CARDSERIALNUMBER>70027368</CARDSERIALNUMBER>
  <CARDSERIALNUMBER>70126161</CARDSERIALNUMBER>
  <CARDSERIALNUMBER>70027369</CARDSERIALNUMBER>
  <CARDSERIALNUMBER>70126160</CARDSERIALNUMBER>
</CARDS>
</INSTITUTIONDISASSOCIATECARDS>
```

.CSV FILE STRUCTURE – DISASSOCIATE CARDS

```
ID,CARDSLIST
1050937,70017518|70017519|70017520|70017521|70017522|70017523|
```

APPENDIX C – E-VOUCHERS

An E-voucher can be assigned monthly in variable amounts, up to a maximum of \$300, and may be used to purchase a monthly pass or to load funds in an E-purse. For example, a Business Account may have several employees who have unique transit needs – some may commute by ferry, while others ride in a Metro vanpool or take Sounder (commuter rail), etc. – using E-voucher, the business can subsidize their commutes by providing a voucher in a flat amount for those employees to purchase the product they need. Each employee applies the value of the voucher towards the cost of the product.

The benefit of the E-voucher program is that the value of any unredeemed vouchers (not redeemed by the cardholder) will automatically be refunded to the Business Account, based on the Lead Agency's refund cycle (approximately 60 days following the expiration of the voucher). Money loaded automatically into E-purse can only be refunded via the refund process of turning in and permanently blocking the card and paying a \$10 refund fee.

[Contact your Lead Agency](#) for more information or if you'd like to establish an E-voucher program.

Before establishing an E-voucher program, you must determine the voucher values in advance and have them set up by the Lead Agency. A decision is made by the Business Account to allow cardholders to redeem vouchers remotely (**remote** revalue), automatically (**automatic** revalue) or a combination of the two.

1. The **remote** setting means that the cardholder must take an action to spend the voucher. The cardholder must **register** his/her card. Products must be purchased either online through a personal My ORCA login – orcard.com – or at an agency customer service center (not at an ORCA retail location). E-vouchers set to remote expire **30 days** from the date the voucher product order is approved. This can be more useful if the cardholder changes their transit purchase from month to month.
2. The **automatic** setting means that the voucher value will automatically download to the cardholder's **E-purse** by tapping the card at an ORCA card reader. The cardholder can use the E-purse value to pay for individual trips or to purchase a monthly pass. The cardholder cannot change this setting. E-vouchers set to automatic expire 60 days from the date the voucher product order is approved. This can be more useful if the cardholder always purchases the same product each month.

NOTE: When using E-purse to purchase a product, the cardholder must do so in a "card present" environment (e.g., at an Agency customer service center, participating retailer location or ticket vending machine). The cardholder cannot use E-purse value to make a purchase via the website or by phone.

Or, you can choose to have the voucher automatically add a monthly pass when the cardholder taps the card at an ORCA card reader. The voucher value must be equal to or greater than the cost of the monthly pass. When placing an E-voucher product order, first select the voucher for the card(s), then the monthly pass.

3. The **both** setting means that the voucher value will automatically download into the cardholder's E-purse when the card is tapped at an ORCA card reader, unless the cardholder chooses to

update individual setting to remote. If the cardholder changes the setting to remote, remote rules (see above) will apply.

NOTE: The setting defaults to **automatic** for the first month on each card set up with a **both** setting to receive an E-voucher. Following that first month, the cardholder can change the setting to **remote** if he/she chooses to do so.

CHANGE E-VOUCHER SETTINGS

Most companies find that the **both** setting provides the most flexibility to the cardholder. Once set, a Business Account representative may not change its E-voucher program from automatic revalue to remote revalue.

However, a Business Account representative may change its E-voucher program from remote to automatic for an individual card or for a group of cards, if the Lead Agency established it as a remote setting. The steps to make this change are described below.

NOTE: Once you change the E-voucher setting to **automatic**, you, or the cardholder, cannot change it back to **remote**.

1. Select the card or group that you want to change to automatic using any of the search criteria available.
 - a. Branch and group criteria
 - b. A specific card serial number
 - c. Card status (e.g. active or blocked)
 - d. Type of product on the card.
2. Click **View** after selecting the search criteria. A list of cards meeting those criteria will be returned.
3. Click the **serial number** of the card that you want to change to automatic revalue. The **Card Account Details – for card “xxxxxxx”** will appear.
4. Click **Change to Automatic**.

You will be redirected to the “Card Account Details” screen, which will indicate the voucher revalue type has been successfully changed.

NOTE: As indicated prior to these instructions, once you change the E-voucher setting to **automatic**, you, or the cardholder, cannot change it back to **remote**.

USE OF E-VOUCHERS BY EMPLOYEES

If the Business Account chose either the **both** or the **automatic** setting, the E-voucher value, once purchased by the Business Account, will automatically transfer to the E-purse when the cardholder next taps his/her card, following the 24 to 48 hour waiting period.

NOTE: When using E-purse to purchase a product, the cardholder must do so in a card present environment (e.g., at an agency customer service center, a participating retailer location or a ticket vending machine). The cardholder cannot use E-purse value to make a purchase via the website or by phone.

The following instructions may help your employees successfully change their E-voucher from **automatic** to **remote**.

CARDHOLDER DIRECTIONS:

1. Wait until after the first E-voucher has been redeemed (the first E-voucher on any individual card under a **both** or an **automatic** setting will always be **automatic and download to an E-purse**).
2. Log into ORCA (orcacard.com).
3. Register your card if you have not already done so.
4. Log into your My ORCA login.
5. Click Update Autoload type (if the Business Account set the E-voucher as automatic).
6. Change the Autoload setting to remote.
7. Wait 24 to 48 hours for the system to recognize the change.

The following instructions will help your employees successfully use a **remote** E-voucher to purchase a product. The cardholder can redeem a remote E-voucher via a My ORCA login at orcacard.com or in person at an agency customer service center using these instructions.

CARDHOLDER DIRECTIONS:

1. Log into your My ORCA login at orcacard.com.
2. Register your card if you have not already done so.
3. Click Have a Card.
4. Log into your My ORCA login.
5. Select Add Value from the left navigation bar. Do not use any other Add Value link.
6. Select the type of product you'd like to add to your card.
7. Choose a pass product.
8. Choose the month.
9. If there are more passes needed choose 'Continue Shopping' and repeat steps 5, 6 and 7.
10. Click Pay now.

11. If you have a valid E-voucher, the next screen will show Pay by Electronic Voucher.
12. Choose the radial button that lists your company's name and click Continue.
13. Complete the payment information. If needed, use a debit/credit card for remaining balance.
14. Click Submit payment.
15. Your receipt will appear, click Print receipt and keep for your records.
16. It will take up to 48 hours for your PugetPass, Washington State Ferries pass or E-purse purchase to be validated. Make sure to purchase the product at least two days prior to date of use.

The following rules apply to cardholder changes to E-voucher settings:

Agreement Revalue Type	Order Revalue Type	Card Revalue Type	Cardholder Actions
Remote	Remote	Remote	Cannot change
Automatic	Automatic	Automatic	Cannot change
Both	Automatic	Automatic	Can update to remote

APPENDIX D – DISASSOCIATION

All business accounts are now able to disassociate cards to allow cardholders to use the cards for their personal use. Cards may be disassociated from a Business Account at the discretion of that business.

If an organization chooses to disassociate a card, it is responsible for:

- Collecting any value belonging to the business from the cardholder
- Stopping orders of passes or vouchers placed by the Business Account for the disassociated card.

Disassociation will block the validity of any pass product loaded by the Business Account, and the card will no longer be visible on the Business Account website. Even if a card (or group of cards) is not visible on the Business Account website, the card numbers may continue to appear on reports generated for the account. The card must be tapped within 60 days after processing to complete disassociation. E-purse will continue to function.

NOTES for cardholders:

- Business Account products will no longer function. However, Passport will always display, and PugetPass will display through the end of the valid month, on the cardholder details page.
- E-purse will continue to function.
- Any E-voucher set up as automatic will redeem (load to the card) even after disassociation.
- Any E-voucher set up as remote on the card will not redeem (load to the card) if not done before disassociation.
- A cardholder can view what is on the card by registering their card and creating a My ORCA login at orcacard.com. They will see the continued display of Passport and PugetPass as noted above. They will also see product(s) they themselves load on the card and their own transaction history.
- If a card was registered by an individual prior to disassociation, that registration will continue to be effect.
- A cardholder can register the card to themselves at any time, before or after disassociation (and before or after the Business Account termination).
- Once a card is disassociated, if it is not registered by the cardholder and is lost or damaged, it cannot automatically be replaced. A new card must be purchased and the current card fee paid then valid product(s) can be replaced by the transit agency customer service office.

To disassociate a single card:

1. Log in to the **Business Account** website and pull up the account.
2. Select **Card** from the left hand menu, enter the serial number of the card and select View. Go into the card account details of the card or group of cards to be disassociated.
3. In the card account details screen click on **Disassociate**. A success message will indicate this has been completed.
4. Tap card at an ORCA card reader after 24-48 hours, but within 60 days, to complete disassociation.

5. The following occurs after a card has been disassociated:
 - The Business Account ID will be removed from the card.
 - All products, except E-purse, purchased by the Business Account for the card, will be blocked.
 - Vouchers, if converted, e.g., a product purchase has been made or E-purse loaded, may still be used. Any E-voucher set up for automatic redemption on a card, will load to the card even after disassociation. Any E-voucher set up for remote redemption will not load to the card after disassociation. It will be returned to the Business Account.
 - Products purchased by the cardholder may still be used.
 - E-purse, whether loaded by the cardholder or Business Account, may still be used.
 - Card can remain, or become registered to the cardholder.

To disassociate a range of cards:

1. Log in to the **Business Account** website and pull up the account.
2. Select **Card** from the left hand menu, but do not enter any card information.
3. Click on **Disassociate**.
4. On the next screen, enter a consecutive range of cards in the To and From boxes. You can enter multiple ranges.
5. Click on **Disassociate**. A success message will indicate this has been completed.
6. Tap cards at an ORCA card reader after 24-48 hours, but within 60 days, to complete disassociation.
7. The following occurs after a group of cards has been disassociated:
 - The Business Account ID will be removed from all cards in the range.
 - All products, except E-purse, purchased by the Business Account for the cards, will be blocked.
 - Vouchers, if converted, e.g., a product purchase has been made or E-purse loaded, may still be used. Any E-voucher set up for automatic redemption on a card, will load to the card even after disassociation. Any E-voucher set up for remote redemption will not load to the card after disassociation. It will be returned to the Business Account.
 - Products purchased by the cardholder may still be used.
 - E-purse, whether loaded by the cardholder or the Business Account, may still be used.
 - Cards can remain, or become registered to the cardholder.

To disassociate a group of cards:

1. Log in to the **Business Account** website and pull up the account.
2. Select **Card** from the left hand menu, but do not enter any card information.
3. Click on **Disassociate**.
4. On the next screen, select a Group name in the drop down box for groups.
5. Click on **Disassociate**. A success message will indicate this has been completed.
6. Tap cards at an ORCA card reader after 24-48 hours, but within 60 days, to complete disassociation.
7. The following occurs after a group of cards has been disassociated:
 - The Business Account ID will be removed from all cards in the Group.
 - All products, except E-purse, purchased by the Business Account for the cards, will be blocked.
 - Vouchers, if converted, e.g., a product purchase has been made or E-purse loaded, may still be used. Any E-voucher set up for automatic redemption on a card, will load to the card even after disassociation. Any E-voucher set up for remote redemption will not load to the card after disassociation. It will be returned to the Business Account.
 - Products purchased by the cardholder may still be used.
 - E-purse, whether loaded by the cardholder or the Business Account, may still be used.
 - Cards can remain, or become registered to the cardholder.

To disassociate a large group of non-consecutive cards via an import file:

You must first create and export a file of cards in .XML or .CSV format. Please see Appendix B for details.

1. Once file is exported, using the appropriate file editor, make any changes necessary to the file and save it.
2. Log in to the **Business Account** website and pull up the account.
3. Select **Card** from the left hand menu, but do not enter any card information.
4. Click on **Disassociate**.
5. On the next screen, **Browse** for the newly saved file where indicated and **Upload** it.
6. You will see a message to confirm the disassociation and notes explaining the impacts of doing so.
 - You can also enter an email address for notification that disassociation process has been completed.

7. Click **Confirm** to complete process.
8. Tap cards at an ORCA card reader 24-48 hours after process completion, but within 60 days, to complete disassociation.

Card Association (Re-Association)

To associate a card, whether it was previously linked to the Business Account or was an individually issued card, you must have both the 8 digit ORCA card serial number and the 3 digit card verification number. Without both, you cannot associate a card with the Business Account.

Once disassociated, if re-association is desired, the card must be re-associated to the same group it was in originally, and should be issued only to the same cardholder. The card should not be issued to a new person.