

How to Register on the Comdata Cardholder Website

Step 1: Registration

- Go to www.cardholder.comdata.com
- Click on the "Cardholders Registration Here" button on the left side of the page or the "Are you a new User? Click here to register" link below the "LOG IN" button to register as a new user

COMDATA \ iConnectData
Payment Innovation

Welcome to Comdata's Cardholder Services Internet portal. If you have previously registered, enter your Username and Password

Cardholders Register Here
CLICK HERE TO REGISTER

Please enter your Username and Password

Username:

Password:

Log In

Are you a new user? **Click here to register**

Forgot your Username or Password?

Internet Explorer 7 | Mozilla Firefox | Get Adobe Reader

Click here to see if you have Adobe Acrobat Reader

Step 2: Activation

- Enter the 16-digit card number using the temporary Comdata card given to you by the Remedy Branch
- Enter your 9-digit SSN for the Activation Code
- Click "Next"

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Account Activation

Please enter your card number and activation code to begin registration.

Card Number ← 16-Digit Temporary Card #

Activation Code ← 9-Digit SSN - no dashes

Next

[home | comdata.com](#)

Step 3: Account Profile

- Enter:
 - A. A username of your choice (up to 16 letters and numbers)
 - B. Email address
 - C. Desired password (note: passwords are case sensitive and must be 8-20 characters in length with at least 1 letter and 1 number)
 - D. Choose your security question by clicking on the down arrow on the right – type the answer to your security question in the field below
- Click "Submit"

The screenshot shows the 'Account Profile' registration page. At the top, the COMDATA logo and 'iConnectData' are displayed. Below the header, the page title 'Account Profile' is centered. A message reads: 'Please enter a login name and password to register.' The form contains four main sections, each with a red lettered label (A, B, C, D) in a circle:

- A User Name:** A text input field with a red asterisk. Below it, text says: 'Your User Name can be any combination of up to 18 letters and numbers and is not case sensitive.'
- B E-mail Address:** A text input field with a red asterisk.
- C Desired Password:** A text input field with a red asterisk. To its right is 'Re-enter Password:' with another text input field and a red asterisk. Text below says: 'Passwords are case sensitive and must be 8-20 characters in length with at least 1 letter and at least 1 number.'
- D Security Question:** A dropdown menu with a red asterisk. The selected option is 'WHAT IS YOUR MOTHER'S MAIDEN NAME?'. Below it is a 'Security Answer:' text input field with a red asterisk.

A blue 'Submit' button is located at the bottom left of the form area.

Step 4: Registration Complete!

Once you're registered, you will be directed to your Comdata Cardholder home page where you can see:

- Your name as it will appear on the embossed Comdata card that will be mailed to your address
- Available Balance on your Comdata account
- Currency in which your balance is in

The screenshot shows the 'Cardholder Information' page. At the top, the COMDATA logo and 'iConnectData' are displayed. Below the header, a navigation bar contains links: ACCOUNT INFORMATION, ACCOUNT ACTIVITY, BANKING, MODIFY PROFILE, HELP, and LOG OUT. The main content area is titled 'Cardholder Information' and contains a table with the following data:

Cardholder Name:	JANE DOE
Cardholder Reference Number:	000000000
Tax ID/Social Security Number:	****0000
Cardholder Status:	ACCOUNT OK
Available Balance:	0.00
Currency:	US DOLLAR
Language:	ENGLISH
Country:	United States

Below this table is a table listing card details:

Card Number	Card Type	Card Status
XXXX-XXXX-XXXX-0000	EBGFRCHS NP BULK SIGNATURE DEBIT CARD	Not Active ← Temporary Card
XXXX-XXXX-XXXX-0000	EBGFRCHS P USPS SIGNATURE DEBIT CARD	Not Active ← Embossed Name Card

At the bottom of the page, there are navigation buttons: First, Previous, PAGE 1 OF 1, Next, Last.

How to Set Up Direct Deposit

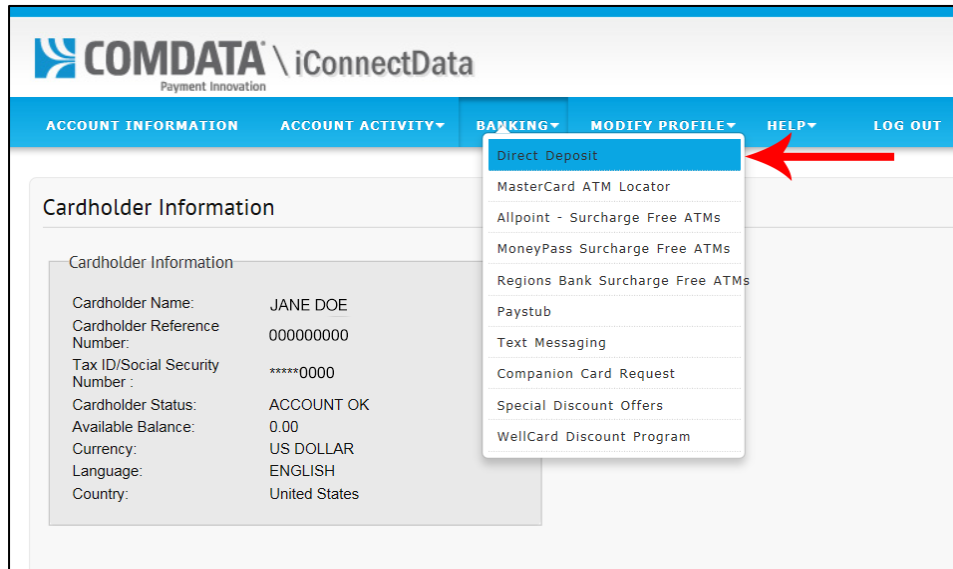
Follow the steps below to set up direct deposit so you can transfer money from your Comdata account to your Bank Account.

Note that there is a 10 business day pre-note period where Comdata and your bank have to verify that the information entered is correct. During the pre-note period, you will be able to access your funds through your Comdata Payroll Card.

Please set up both Manual Direct Deposit and Automatic Direct Deposit. You are able to set up the same bank account for Manual and Automatic Direct Deposit, but please note that both have to go through the pre-note period process. Upon completion of the pre-note period, Automatic Direct Deposit will automatically transfer any new paychecks into your bank account. To transfer any funds that are sitting on your Comdata account to your bank account, you will need to have manual direct deposit set up in order to “push” the funds to your bank account.

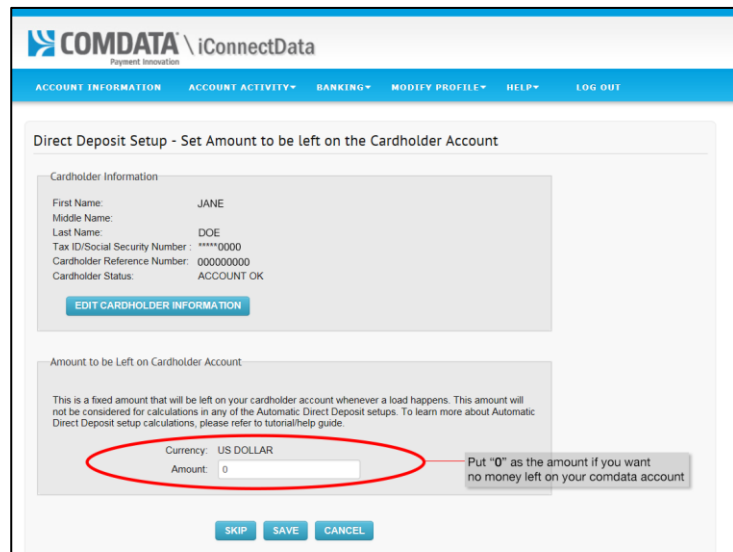
Step 1: Direct Deposit Home Screen

Hover over the "Banking" option and click on "Direct Deposit"



Step 2: Amount to be left on Cardholder Account

Enter a fixed amount that you would like to leave on you Comdata account in the "Amount" field and click the "Save" button – the next page will tell you that "Your request was successful"



Step 3: Set up Manual Direct Deposit

- Click on the "Add New Manual Direct Deposit Account" button
- Click the down arrow to the right of "Account Type" within the "Banking Information" field and select your "Account Type" (e.g. Savings)
- Enter your:
 - 9-digit bank routing number. If you do not know your routing number, please call your bank to confirm.
 - account number and confirm your account number in the respective fields
- Press Submit

Step 4: Set up Automatic Direct Deposit

- Click on the "Add New Automatic Direct Deposit Account" button
- Click the down arrow to the right of "Account Type" within the "Banking Information" field and select your "Account Type" (e.g. Savings)
- Enter your:
 - 9-digit bank routing number. If you do not know your routing number, please call your bank to confirm.
 - account number and confirm your account number in the respective fields
- In the "Election per Load" field, choose the election type of your choice: "Fixed Amount" or "Percentage".

This is the amount that you would like to leave on your Comdata account if you are signing up for automatic direct deposit.

 - To put the entire amount of your pay through automatic direct deposit, please choose "Percentage" and indicate "100" in the "Election" field
- Press Submit

Direct Deposit Setup - Manage Bank Account Listing

Your request was successful.

Cardholder Information

First Name: JANE
Middle Name:
Last Name: DOE
Tax ID/Social Security Number : *****0000
Cardholder Reference Number: 000000000
Cardholder Status: ACCOUNT OK

EDIT CARDHOLDER INFORMATION

ADD NEW AUTOMATIC DIRECT DEPOSIT ACCOUNT

ADD NEW MANUAL DIRECT DEPOSIT ACCOUNT

BACK

CANCEL

Direct Deposit Setup - Add Specific Automatic Direct Deposit Account

Cardholder Information

First Name: JANE
Middle Name:
Last Name: DOE
Tax ID/Social Security Number : *****0000
Cardholder Reference Number: 000000000
Cardholder Status: ACCOUNT OK

EDIT CARDHOLDER INFORMATION

Currency: US DOLLAR

Bank Information

Account Type: CHECKING Choose bank account type (e.g. savings)

* Routing Number: 123456789 9-digit bank account routing #

* Account Number: 1987654 Account Number

* Confirm Account Number: 1987654

Election Per Load

Election Type: PERCENTAGE FIXED AMOUNT

* Election: 100 %

SUBMIT

CANCEL

Step 5: Direct Deposit Status

- Once your direct deposit information is submitted, the 10-day pre-note process will start. You will see both your Automatic and Manual Direct Deposit show in your direct deposit information home screen. The status will say "Waiting" while your bank account information is verifying. The status will switch and read "Active" once your bank account information has been successfully verified.
- Please note that no funds can be pushed to your bank account when still in "Waiting" status

Cardholder Status: ACCOUNT OK

[EDIT CARDHOLDER INFORMATION](#)

Automatic Direct Deposit Accounts:

Account Number	Account Type	Election	Status	
00000000	CHECKING	100%	*Waiting	DELETE

[ADD NEW AUTOMATIC DIRECT DEPOSIT ACCOUNT](#)

[ADD NEW MANUAL DIRECT DEPOSIT ACCOUNT](#)

[BACK](#) [CANCEL](#)

Status will change to "Active" when the pre-note is complete and information is verified

If the information you entered in the direct deposit set-up is incorrect, you will have to re-enter your bank account information and go through the 10-day pre-note process again.