



St John Ambulance NSW

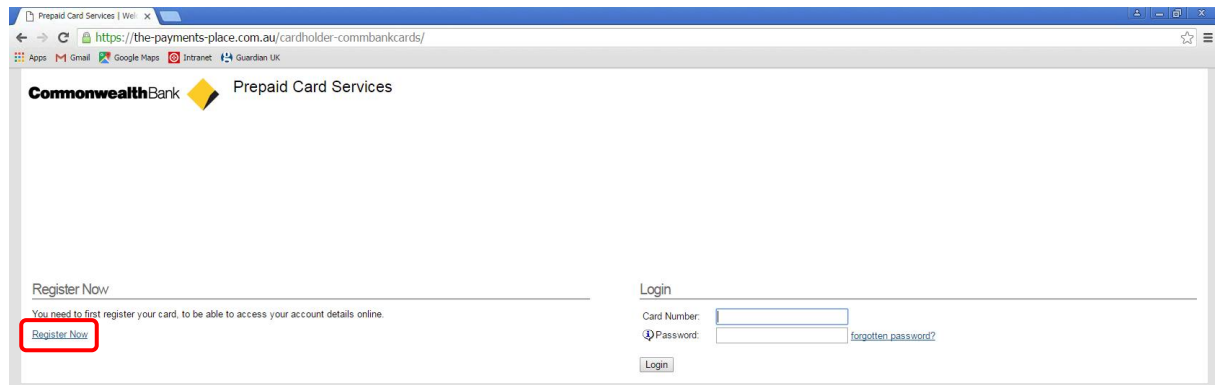
**Divisional Financial Management project
Debit Card Setup Guide**

**V2 issued
24th May 2016**

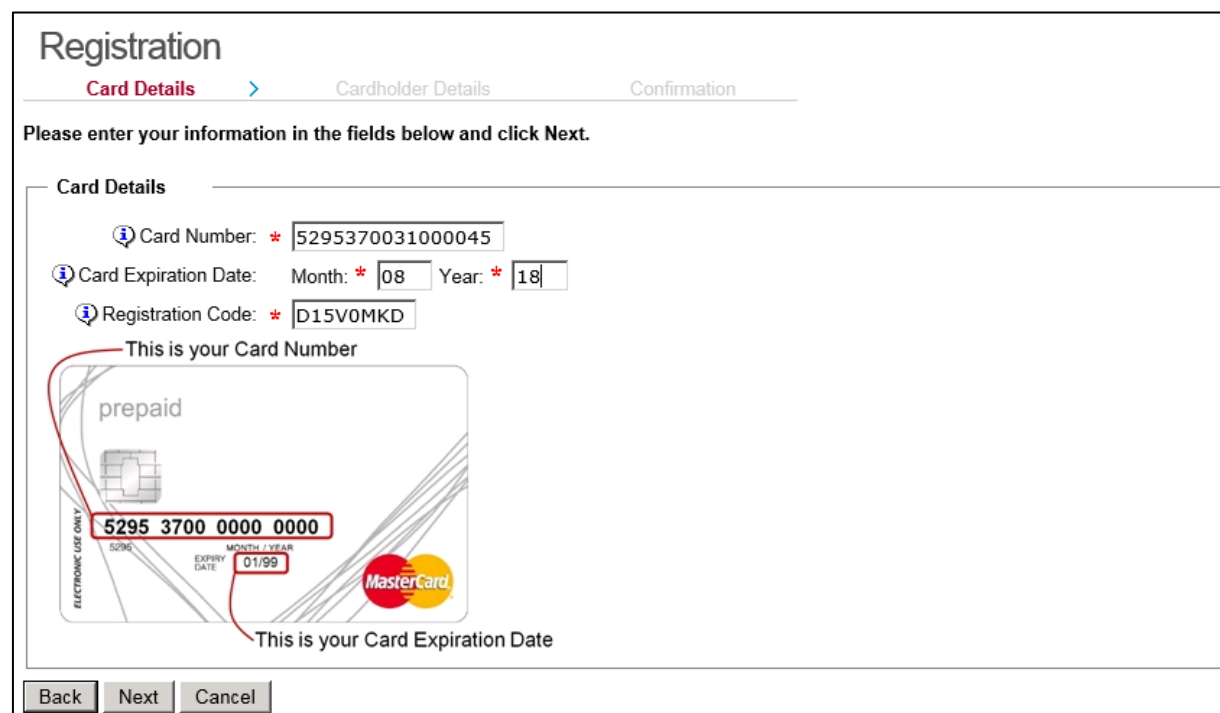
1. Registering your new debit card

You will receive a debit card for your Division – which comes in an envelope that includes the card and registration code.

- a) To register your card you must go to <https://the-payments-place.com.au/cardholder-commbankcards/>
- b) Click on Register Now



- c) Enter the details of the card where prompted – the registration code is provided on the letter that accompanied your card





d) Complete the email address and security questions, then nominate your own password. Click **Next** to continue

Card Information

Prepaid Card Number: 529537*****0511
Cardholder Name: kathy bray

Profile Information

Email Address: * kathybray@moon.com.au
 Please notify me about products and services that may be of interest to me.

Security Questions

Security Question #1: * What was the surname of your first year class teacher? ▾
Answer #1: * a

Security Question #2: * What is your favourite food? ▾
Answer #2: * b

Security Question #3: * What is the middle name of your eldest brother or sister? ▾
Answer #3: * c

Login Information

Enter New Password: * ●●●●●●
Confirm Password: * ●●●●●●
Password Hint: * client

The password:

1. Must be between 8 and 32 characters long
2. Must contain both uppercase and lowercase letters, and one or more numbers
3. Must not contain a recognisable part of your username
4. Must not be the same as one of your last 5 passwords

Back | Next | Cancel

e) Tick the **I agree** checkbox and **Access My Account** to complete registration

Registration

Card Details | Cardholder Details | **Confirmation**

Please complete the process to access your account.

Card Information

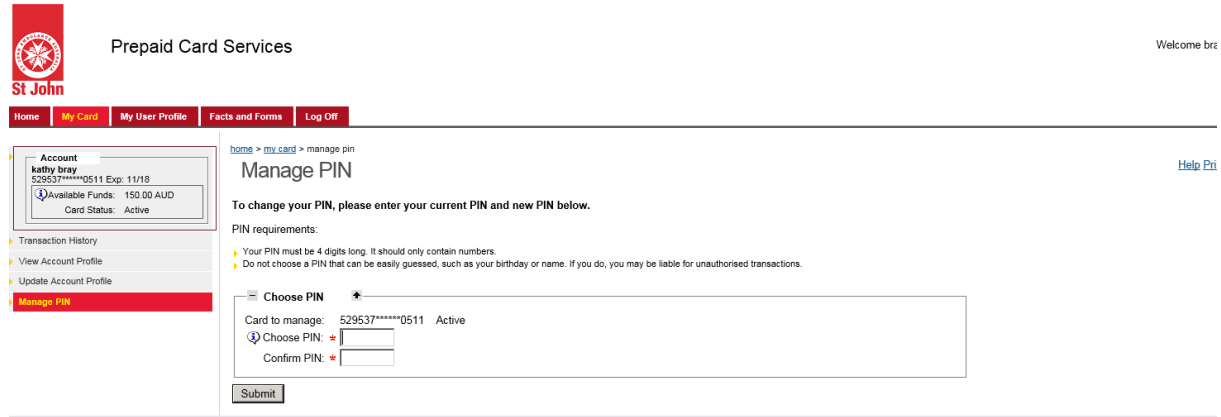
Prepaid Card Number: 529537*****0045
Cardholder Name: Dee test5
Email Address: abc@gmail.com

I agree to the [Conditions of Use](#) for this card, provided to you on the back of the letter that came with your card.

Access My Account | Back | Cancel

2. Setting up your PIN number for your debit card

a) Choose your own PIN by selecting the **My Card** tab followed by the **Manage PIN** menu option



Prepaid Card Services Welcome br

[Home](#) [My Card](#) [My User Profile](#) [Facts and Forms](#) [Log Off](#)

Account
kathy bray
529537*****0511 Exp: 11/18
Available Funds: 150.00 AUD
Card Status: Active

Transaction History
View Account Profile
Update Account Profile
Manage PIN

[home > my card > manage pin](#) [Help Pin](#)

Manage PIN

To change your PIN, please enter your current PIN and new PIN below.

PIN requirements:

- Your PIN must be 4 digits long. It should only contain numbers.
- Do not choose a PIN that can be easily guessed, such as your birthday or name. If you do, you may be liable for unauthorised transactions.

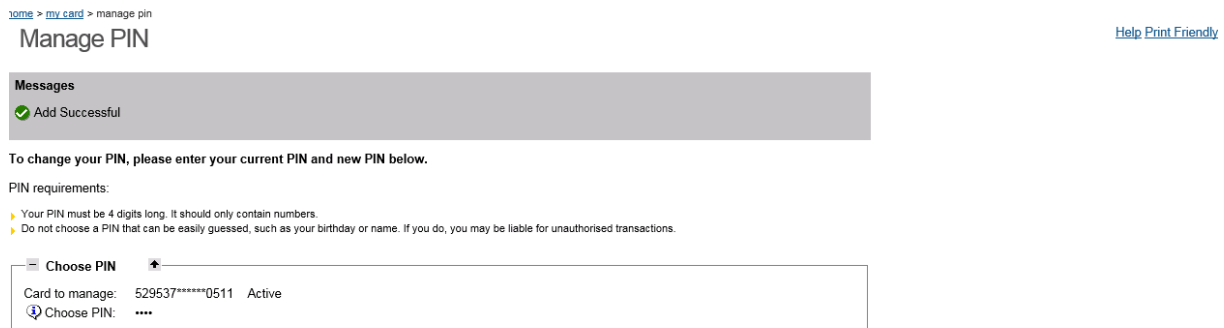
Choose PIN *

Card to manage: 529537*****0511 Active

Choose PIN:

Confirm PIN:

b) Confirmation of PIN accepted will be displayed



[home > my card > manage pin](#) [Help Print Friendly](#)

Manage PIN

Messages

✓ Add Successful

To change your PIN, please enter your current PIN and new PIN below.

PIN requirements:

- Your PIN must be 4 digits long. It should only contain numbers.
- Do not choose a PIN that can be easily guessed, such as your birthday or name. If you do, you may be liable for unauthorised transactions.

Choose PIN *

Card to manage: 529537*****0511 Active

Choose PIN: ****

Your prep-paid debit card is now ready to be used!