

## Global Cash Card – A great alternative to a traditional checking account!

### Quick Reference Guide

First transaction of the pay period has no fee ~ No fee for point of sale transactions ~ No fee for bill pay direct to merchants ~ Never a fee to call Customer Service: **(866) 395-9200**.

#### Activate the Paycard

- Call 888-220-4477 or go to [www.globalcashcard.com](http://www.globalcashcard.com)
  - Enter the card number.
  - Enter the last 4 digits of your social security number.
  - Select a 4-digit pin number.
  - You will receive confirmation that your card is active and an option to check your balance if your card has been loaded.

#### Avoid Transaction Fees

- **Check your Balance before making purchases to avoid a fee for a declined transaction**
  - Call 888-220-4477, always free
  - Receive Text or Email alerts – set up by establishing an online account or contacting Customer Service
  - Access your account online – set up your online account by going to <https://cardholder.globalcashcard.com/index.cfm?action=account.signupgate>

**NEVER CHECK YOUR BALANCE AT ANY ATM – It will always cost you \$1.00**

#### Use the Paycard for Purchases

- Verify your balance before making purchases. There are fees to you when transactions are declined.
  - Signature(credit) transaction – Make transactions at no cost wherever Visa is accepted.
  - Debit/PIN transaction – Requires your 4-digit PIN number. Many merchants allow cash back at no charge.

**Gas Stations - Never swipe your card at the pump**. Always go inside/to the window and prepay just as if you were paying with cash.

#### Pay to the Penny

- G-Checks are checks you can write to yourself for the full amount of your paycheck and can be cashed at Walmart for free.
  - Call Customer Service to request G-Checks and obtain full details on how to use them.

#### Lost or Stolen Cards

- Contact Global Cash Card immediately at 866-395-9200 to place a freeze on your paycard.
  - If you have the instant issue card you were provided when you first signed up, we can transfer your money back to that card so you won't lose access to your funds.
  - If you no longer have the instant issue card, you can obtain a replacement card from University Enterprises Inc. Payroll Services Department.

**For detailed information on how to use the Global Cash Card paycard and to understand more about the features and benefits, call (866) 395-9200 and press 5 when prompted.**