

Swift Card Program User Guide

To access Swift's Order Management System (OMSI), type the following address into your internet browser: <https://omsi.mypaymentadmin.com>

The following page will display:

To access the system, enter the username and temporary password provided by your administrator. Upon the initial login, read and accept the Terms & Conditions. Simply click “Accept” to proceed.

After accepting the Terms & Conditions, you will be prompted to change your password for security purposes. Choose your new password and be sure to confirm your entry by clicking “Update.”

[Please login to manage your prepaid programs](#)**YOUR PASSWORD HAS EXPIRED. PLEASE CHANGE YOUR PASSWORD:**

Swift Prepaid Solutions has recently become PCI compliant. PCI (Payment Card Industry) compliance is an industry standard with many facets designed to better protect your data, cardholder information and account numbers, and access and entry into the systems that house such data.

You will be required to change your password to a minimum of 7 characters (alpha/numeric), with a least one upper case letter, one lower case letter, and one numeral. You will be prompted to change your password every 90 days with a new and unique password. As always, if you forget your password, please visit the OMSI website, select the [Forget Password](#) option, where you can have a temporary password delivered to you via email by providing the correct answer to your secret question.

Thank you for making OMSI safer and more secure.

New Password:

Confirm New Password:

Note: You should have been provided a **Username** and **Password** for account access.

You will also be asked to select a security question and answer to verify your identity should you need to reset your password at a later date. Note that your security answer is case sensitive.

The following screen will display. Upon initial login, verify all the information is accurate. If changes are required, contact your program administrator.

OMSⁱ

logged in as: [teresa.ruiz-hurtado@ttuhsc.edu](#)
Thursday, January 23, 2025

OMSⁱ
YOUR INTEGRATED ORDER MANAGEMENT SYSTEM

[Home](#) [Contact Us](#) [FAQs](#) [Log Out](#)

Main Menu

[Place New Orders](#)

[Activate Cards](#)

[View History](#)

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[Terms & Conditions](#)

Client ID:	TEX01
Your Name	TERESA HURTADO
Company Name	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Location ID	ELP
Phone #	111-111-1111 Ext: UserExt Edit
Email Address	TERESA.RUIZ-HURTADO@TTUHSC.EDU Edit
Address	5001 EL PASO DR., PRINT SERVICES ELP EL PASO, TX-TEXAS 79905
Program Administrator	PATTY CONNER
Program Admin Phone	806-743-7399 ext: ClientExt
Security Question	WHAT IS YOUR PET'S NAME
Security Answer	Edit
Password	**** Change Password

Main Menu

- Manage Orders
- Place New Orders
- Activate Cards**
- View History

SELECT A PRODUCT FOR CARD ACTIVATION/FUNDING > REQUEST CONFIRMATION

Select Funding Type:

-- Select Type --
-- Select Type --
Single
Bulk

Single Activation

To activate cards via the single card activation method, you will need the following:

1. An inactive Visa Card
2. First and last name of the participant

To activate the card, click on the Activate Cards option in the upper left corner of your screen under the Main Menu. The following screen will appear. Social Security Number is required on cards funded with amounts >\$25.

Program: TTUHSC_ELP
Location ID: ELP_EL PASO

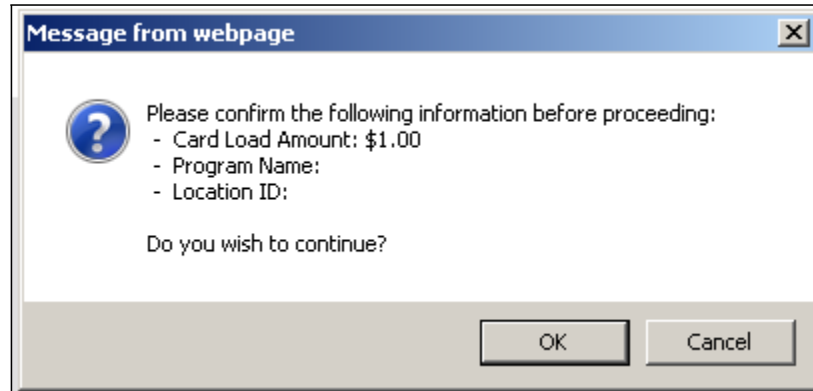
Enter Card Number to Activate

Card Number to Activate:
Amount to fund:

First Name:
Last Name:
Address 1:
Address 2:
City:
State:
Zip:
Social Security Number:
Non-resident Alien:
Amount Withheld:
Fund:
Org:
Account:
Prog:
MDEB study#program
PI Employee ID
Notes

Options
Select a Product in This Program:
VARIABLE REWARD

Submit Request



The screen below will appear. The confirmation number displayed is a verification of the funding and activation of the card and will be used for identification purposes. The confirmation number will automatically be stored in the View History section of the site for later reference.

SELECT A PRODUCT FOR CARD ACTIVATION/FUNDING > REQUEST CONFIRMATION

Current Balance on this card: \$1.00

Activation Confirmation

This card activation request has been placed successfully.

The card number *****0052 has been activated.
Your Confirmation number is : CAGRO01a00020052

Funding Confirmation

This card funding request has been placed successfully.

The card number *****0052 is now loaded and ready for distribution and use by a cardholder recipient.
Your Confirmation number is : CFGRO01a00020052
Card Load Amount: \$1.00

Activate Another Card
 Done
 Print Confirmation

You can now choose to Activate Another Card, Print Activation & Funding Confirmation or select Done and return to the home page.

Copy Previous

When funding multiple cards for the same amount, study, etc. save time by using the [Copy Previous] link. The previously entered amount and client-assigned fields will be automatically populated for you:

Note: Your cards will not be activated until you complete all of the associated steps and receive an activation confirmation number. Please retain a copy of that receipt for your records.

Program

Location ID

[Copy Previous](#)

Enter Card Number to Activate

Card Number to Activate:

Amount to fund:

First Name: *

Last Name: *

Address 1: *

Address 2:

City: *

State: *

Zip: *

Social Security Number:

Non-resident Alien: *

Amount Withheld:

All information entered on the previous card in the fields below the “ Amount Withheld ” field are designated as our client assigned fields – Fund, Orgn, Account, Prog, etc., and will be copied to each card to save time when you choose the Copy Previous feature. When using this feature, please be sure to validate the information on your first activated card to ensure that the correct information will be populated on all your following cards.

You will be able to view the history of all funding activity on your account. This feature is available so that you can confirm if a card has been activated or run custom reports by date range or client-assigned data. Select View History under the Main Menu, then select Search Card Funding Transactions:

TRANSACTION HISTORY

Transaction History
 To view transaction status, please select a client and program.
 Narrow your results by selecting a Location ID or specified a Date range or by selecting Transaction Type or Client User.
 Click "Run Filter" to view the filtered results.

Note: To view the transaction details or to print a receipt, click on the Transaction#. Please retain a copy of that receipt for your records.

View History

Select a Program:

Select this Tab →

Select a filter

Location ID

Filter Criteria

Select "Search" or choose to customize your search by name, date, project, etc.

VIEW HISTORY > CARD FUNDING TRANSACTIONS

Search Card Funding Transactions
 Narrow your results by selecting one or more options!
 Click "Search" to view the filtered results.

Search Transactions by different criteria - Fields are optional

Search Card Funding Transactions

First Name: **Last Name:** **Project #:**

Program: **Location:** **Funded:** -

Transaction Initiated By:

You may export the results into an Excel, Word or Notepad report by selecting the corresponding icon.