**Employee Guide**

**Corporate Annual MCard online process**



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## How do I order a Corporate Annual MCard on the website?

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| 1. Go to the MCard website   ([www.M-Card.co.uk](http://www.M-Card.co.uk)).   1. Click on the sign in/ register button at the top of the screen 2. Register for a new account, if you don’t already have one. |  |

## How do I register for an account?

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| --- | --- |
| 1. Complete the registration form   You must input your   * First Name, * Surname, * Postcode (use the post code look up to find your address), * Date of birth, * Email address and confirm email address * Password (twice for confirmation). * Read and accept the Privacy Statement   Then click Register button. – |  |
| **NOTE** –   * The password should be eight characters or more, and should include at least one number and one upper case (capital) letter. * First Name, Surname and DOB cannot be changed online once entered. If these fields require changing the Employee will need to go to a Travel Centre with proof of the change | |

## Applying for a new Corporate Annual MCard

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| --- | --- |
| 1. Click on Apply for a Travel Card   What the Icons Mean   * Apply for a Travel Card – this will show you what type of cards you are able to apply for (age related) This is where you will apply for your Corporate Card * Manage Travel Cards – this is what cards you have (live cards) and if you are able to replace or renew * Update Account Details – you can amend your details here i.e. change of address * Register a dependant – this is if you have a family member who is eligible for a pass i.e. a parent who is entitled to a senior pass, or a child who requires a school bus pass, you can order one for them on their behalf  1. Cards For Me - this shows all the cards you are eligible to apply for 2. Click on Apply for Corporate Annual |  |

## Your organisation & select a card

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| --- | --- |
| 1. You must input your  * Staff ID/Payroll Number – this is the first seven digits from your staff card, beginning with 7 * Organisation reference number – this is UNI7 * Organisation Name - University of Huddersfield * Select the right ticket type (use the zone map link to check you have selected the right ticket type)  1. Click **Next** |  |
| **NOTE**   * All fields are mandatory and incorrect information **will lead to a delay** in approving your application. * If you get an error message, then check the right Organisational reference number and Name has been entered or speak to your Co-Ordinator. | |
|  | |

## Card start date – example

* Please ignore any application deadlines given on the MCard website. The University deadlines follow the pattern below.

|  |  |
| --- | --- |
| Apply between  1st – 30th November | Your card will start  1st January |
| Apply between  1st – 31st December | Your card will start  1st February |

## Your details

|  |  |
| --- | --- |
| 1. The application details will be pre-populated with the information already entered at registration 2. The address shown is your home address. 3. The delivery address should also be your home address – tick Yes if this is not already ticked   Click **Next** |  |

## Your photograph

|  |  |
| --- | --- |
| 1. Click on Browse to find the photo.(you will need to have a photo stored on your device) 2. Ensure that the photo is a full-face passport quality photograph and no more than 12 months old 3. Use the edges of the rectangle to zoom in so that the face is clearly visible 4. Click next once the photograph is correct.   **NOTE** - If an unsuitable photo is used it can result in your application being rejected |  |

## Terms and Conditions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Read and accept the terms and conditions 2. Then click Next  |  | | --- | | **NOTE** – these Terms and Conditions  are in addition to the agreement that  you will sign with the University of  Huddersfield for payment of your MCard |  Review of order | | | New image needed |
| 1. The order review screen will show and confirm the delivery address 2. If the details are correct click the next button 3. Use the **back** button if you need to change any details   **Confirmation**   1. .A confirmation web page will then be displayed and the application will be **sent to your co-ordinator for approval.** 2. You will also receive confirmation of the application via email |  |

## Timescales for ordering or renewing your MCard

**Worked example for a 1st January start**

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| --- | --- |
| **Employee** – applies for MCard more than one month before card required or current card expires | Between 1 – 30 November for 1January start |
| University coordinators – run validation checks and approve applicant on MCard website | By 11 December |
| Metro - financial check/approval | 12-18 December |
| Metro - produces card and posts first class to employee’s home address | By 23 December |
| **Employee** - receives card | By 31 December |