

Bankers Trust MyPayCard

EMPLOYER ADMINISTRATION GUIDE



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Introduction

Thank you for choosing the Bankers Trust *MyPayCard*! We have created this *MyPayCard Employer Administration Guide* to outline the tools and functions of the *MyPayCard Employer Administration* web site.

The *MyPayCard Employer Administration* web site is a great tool as well as your convenient resource center! In addition to performing maintenance functions, such as adding employees or updating employee information, you can also find several documents to assist you in administering the *MyPayCard* program.

This *MyPayCard Administration User Guide* provides you step-by-step instructions for logging in, adding a new employee, reviewing funding history, and updating an employee's information.

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Website Navigation

Logging In

The following are step-by-step procedures for logging into the *MyPayCard* website. Please follow these procedures:

Go to the Bankers Trust website at www.BankersTrust.com.

Under the Login to Account, click on Business and select MyPayCard (Employer Access):



Enter your User ID and Password, and then select Continue.



Welcome to Payroll Employer with Hierarchy

Enter your User ID and Password and click Continue.

User ID	<input type="text"/>
Password	<input type="password"/>

If you have any questions about your account or this website, please contact Bankers Trust Company at 1-866-255-9849.

[>> Continue](#)

[Change Your Password](#)

Forgot Your User ID or Password?

Please contact your system administrator.

Security Statement

We are confident of our system's ability to protect all transactions; however, this is not an invitation for people to attempt unauthorized access to the system. This is a private computing system which is restricted to authorized individuals. Actual or attempted unauthorized use of this computer system will result in criminal and/or civil prosecution. We reserve the right to view, monitor and record activity on the system without notice or permission. Any information obtained by monitoring, reviewing or recording is subject to review by law enforcement organizations in connection with the investigation or prosecution of possible criminal activity on the system.

If you are not an authorized user of this system or do not consent to continued monitoring, exit the system at this time.

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Select Continue with Security Code (*Note: You will be required to utilize the one-time security code if you are accessing this site from a different computer or if you have made any upgrades or changes to your computer*)



Log In To Your Account

An extra layer of security is needed to complete this request.

One-Time Security Code



When you continue, we will call and ask you to enter a one-time code. [Learn More](#)

[Cancel](#)

[>> Continue With Security Code](#)

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Select Continue.



Log In To Your Account

Tell Us Where to Reach You

One-Time Security Code

We need to call to complete this process. Please tell us where you can be reached.

Phone Numbers on File

--2809

My Phone Number is not listed

Cancel

>> Continue

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The system will call the phone number on file. As noted below, you will be asked to enter the one-time security code.



Log In To Your Account

One-Time Security Code

STEP #1 - Please wait for your phone call. We are now calling ***-***-2809.

STEP #2 - During the call, you will be asked to enter the one-time security code displayed below.

STEP #3 - Once you complete the phone call, click Continue.

If you have not received a call within a minute or have a problem with the call, please click Continue.

One-Time Security Code 67772

[Cancel](#)

[>> Continue](#)

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When logging in for the first time, or when your password expires, you will then be prompted to enter a new password. Enter new password and select Continue.



Reset Password

Your current password is expired and must be changed.

Enter a new Password, retype your new Password, and then click Continue.

New Password

••••••••

Retype New Password

••••••••

[Cancel](#)

[>> Continue](#)

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You will receive a confirmation message; click Continue to finish logging in.



Reset Password

New Password Confirmation

Your password is changed successfully.

Click Continue to finish log in.



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Menu Bar

Use the menu bar at the top of the page to navigate throughout the website. The menu bar and dropdown menus make it easy to move throughout the website.



Helpful Links

Links can be found at the bottom of each page throughout the *MyPayCard Administration* website. These have been created as helpful tools to make information available to you at your fingertips.



- Terms & Conditions..... A copy of the employee’s terms and conditions.
- Contact Information..... Contact and resource information, including forms and user guides!
- Frequently Asked Questions.....A list of frequently asked questions with the answers you need!
- Privacy Statement..... A copy of our privacy statement.

Adding a New Employee

The *Bankers Trust MyPayCard Enrollment Form* should be completed by your employee and will provide you with all the necessary information to add the employee to your *MyPayCard* program (which is available to you on the *Contact Information* link). Once the employee has completed the *Bankers Trust MyPayCard Enrollment Form*, you can add the employee to the *MyPayCard Administration Website* (which will order a card for the employee).

To add a new employee, select *Add New Employee* from the menu bar.



On the next screen you will enter the employee's personal information. Just a reminder, you will need the following information to validate the employee's identity (The information should be included on the *Bankers Trust MyPayCard Enrollment Form*):

- Current address
- Social Security Number
- Current and valid state or federal government photo identification.

A sample of the new employee entry screen:

Add New Employee

First Name: Johnny Last Name: Tester
Customer Number: Tester01
Organization Name: BANKERS TRUST Division Name: 769 2 [Select Access](#)

Please check the box if entering in a Foreign Address:

Mailing Address: 1234 Main Street
City: Anytown State: IA Zip+4: 50311
Country: USA

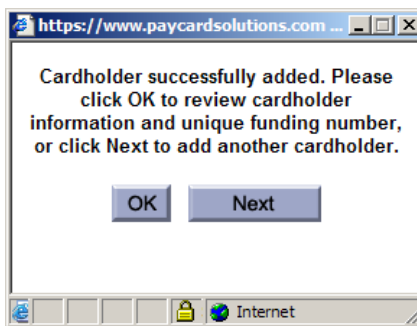
Home Phone Number: 515 - 555 - 1234 Business Phone Number: - -
Employee SSN: 123 - 45 - 7890 Date of Birth: / /

Mother's Maiden Name: Smith
E-Mail: tester@bankerstrust.com
AML/CIF Indicator: Y

Identification Type: Iowa Driver's Licens
Identification Number: X12301234
Identification Issue Date: 01 / 01 / 2001
Identification Expiration Date: 12 / 31 / 2010
Issuing Entity of Identification: Iowa DOT
Issuing Location of Identification: Des Moines, IA
Employee Request Paper Statement: Yes No

Once all the information is entered click Submit. You will receive a confirmation that the employee was successfully added as a cardholder.

Confirmation message:



You can review the information you entered for the cardholder by clicking OK.

The cardholder review screen:

Welcome to the Payroll Card

Search Employee
Add New Employee
Log Out

Card Name:	CUSTOMER TEST	Expiration Date:	01/31/2013
Card Status:	ACTIVE	Last Change:	02/22/2010
Employee ID:	07203910020000192	Employer ID:	00GT9

Employee Information	
Employee ID:	07203910020000192
Customer Number:	X123456789
First Name:	CUSTOMER
Last Name:	TEST
Emboss Name:	TEST CUSTOMER
Organization Name:	BANKERS TRUST
Division Name:	BANKERS TRUST COMPANY - HUMAN RESOURCES
Mailing Address:	C/O BANKERS TRUST COMPANY 453 7TH STREET
City:	DES MOINES
State:	IA
Country:	USA
Zip+4:	50309 -
Home Phone Number:	515-245-2879
Business Phone Number:	000-000-0000
Employee SSN:	*** - ** - 1111
Date of Birth:	** / ** / ****
Mother's Maiden Name:	*****
E-mail:	TEST@BANKERSTRUST.COM
AML/CIF Indicator:	Y
Identification Type:	DRIVERS LICENSE
Identification Number:	XXXX456789
Identification Issue Date:	01/01/2010
Identification Expiration Date:	01/01/2011
Issuing Entity of Identification:	IOWA DOT
Issuing Location of Identification:	STATE OF IOWA
Employee Request Paper Statement:	No

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The *MyPayCard* card will be mailed to the employee and should be received in 10 to 14 days. Ask the employee to let you know when he/she receives their card and you can begin directing their payroll to their *MyPayCard*!

Note: On the cardholder review screen above, please note the Employee ID number, which you will use within your payroll direct deposit program as a checking account number. Note this number in the *Employer Use Only* section of the *MyPayCard Enrollment Form*.

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Adding the *MyPayCard* to Direct Deposit

Once the employee has been added, Bankers Trust will create a *MyPayCard* card and mail the card and the Terms and Conditions directly to the employee. As noted above, the employee has also been assigned an *Employee ID* which will be linked to the *MyPayCard* number issued, but is not the employee's *MyPayCard* number. The *Employee ID* can be found in the top left corner on the cardholder review screen (see previous page).

Enter the Employee ID into the direct deposit system as the employee's checking account number. Please use the Bankers Trust routing number 073000642. When the direct deposit transaction is processed, the Employee ID identified in the file will be translated to the employee's *MyPayCard* number and will fund the card. If you wish, a pre-note may be generated.

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Search for Employee

The *Search Employee* function is used when an employee has an existing *MyPayCard*. Use the function to view the employee's information, obtain the Employee ID number for direct deposit, or view the funding history.

When searching for an employee, first put in search criteria (such as Social Security number, name, etc.) then click submit from the menu.

The screenshot shows a web interface titled "Welcome to the Payroll Card". Below the title is a navigation bar with three buttons: "Search Employee", "Add New Employee", and "Log Out". The main content area is titled "Search for Employee" and contains a search form. The form includes a header instruction: "Enter one or more characters followed by an asterisk (*) in any one of the fields identified in bold text to perform a partial search. For more information see [Frequently Asked Questions](#)." The form fields are: Employee ID (bolded), Social Security Number (with "111111111" entered), Last Name (bolded), City (bolded), Zip (bolded), Country (bolded), First Name (bolded), and State (bolded). At the bottom of the form are three buttons: "Submit", "Cancel", and "Help". Below the form is a footer with four links: [Terms & Conditions](#), [Contact Information](#), [Frequently Asked Questions](#), and [Privacy Statement](#).

Search results will be displayed based on the criteria you entered. To view an employee, click on the employee's name.

Employee Search Results				
Employee ID	Employee Name	Social Security Number	Employee Address	Employee Card Status
07203910010000053	BENNETT, JULIE	*** - ** - 1111	11000 W LAKE PARK DRIVE MILWAUKEE, WI 53224	CLOSED
07203910010000079	BENNETT, JULIE	*** - ** - 1111	11000 W LAKE PARK DRIVE MILWAUKEE, WI 53224	ACTIVATION

The employee detail will be displayed.

Welcome to the Payroll Card



Search Employee	Add New Employee	Log Out	
Card Name:	TEST 2	Expiration Date:	07/31/2012
Card Status:	ACTIVE	Last Change:	08/06/2009
Employee ID:	07350820020000035	Employer ID:	00G5H

Employee Information	
Employee ID: 07350820020000035	Customer Number: 2
First Name: TEST	Last Name: 2
Emboss Name: TEST 2	
Organization Name: 187	Division Name: MYPAYCARD TESTING CO - PAYROLL CARD
Mailing Address: C/O LEIGH WIEGEL / BTC 453 7TH STREET	
City: DES MOINES	State: IA
Country: USA	Zip+4: 50309 -
Home Phone Number: 515-245-2879	Business Phone Number: 000-000-0000
Employee SSN: *** - ** - 1111	Date of Birth: ** / ** / ****
Mother's Maiden Name:	
E-mail: LWIEGEL@BANKERSTRUST.COM	
AML/CIF Indicator: Y	
Identification Type:	
Identification Number:	
Identification Issue Date:	
Identification Expiration Date:	
Issuing Entity of Identification:	
Issuing Location of Identification:	
Employee Request Paper Statement: No	

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Update Employee Information

To update an employee's information, go to the *Search Employee* menu and choose *Update*.



Update the necessary information and click submit. The changes take effect immediately.

The screenshot shows the 'Update Employee Information' form within the Bankers Trust MyPayCard system. The form is titled 'Update Employee Information' and contains various fields for employee data. At the top, there is a navigation bar with 'Search Employee', 'Add New Employee', and 'Log Out'. Below this, a summary table shows card details: Card Name (TEST 2), Card Status (ACTIVE), Employee ID (07350820020000035), Expiration Date (07/31/2012), Last Change (08/06/2009), and Employer ID (00G5H). The main form fields include: Employee ID (07350820020000035), First Name (TEST), Last Name (2), Emboss Name (TEST 2), Customer Number, Organization Name (187), Division Name (MYPAYCARD TESTING CO - PAYROLL CARD), Mailing Address (C/O LEIGH WIEGEL / BTC, 453 7TH STREET, DES MOINES, IA, 50309), Home Phone Number (515-245-2879), Business Phone Number (000-000-0000), Employee SSN (111-11-1111), Date of Birth (01/01/1901), Mother's Maiden Name, E-Mail (LWIEGEL@BANKERSTRUST.COM), AML/CIF Indicator (Y), Identification Type (Drivers License), Identification Number (xxx251351), Identification Issue Date (07/04/1999), Identification Expiration Date (07/04/2000), Issuing Entity of Identification (State of Iowa), Issuing Location of Identification (Des Moines), and Employee Request Paper Statement (Yes/No). At the bottom, there are 'Submit', 'Cancel', and 'Help' buttons, and a footer with links for 'Terms & Conditions', 'Contact Information', 'Frequently Asked Questions', and 'Privacy Statement'.

Note: Making updates to the customer's name does not generate a new card. To order a new card for an employee, complete and submit the *Bankers Trust MyPayCard Maintenance Form*, which can be found on the *Contact Information* link in the *MyPayCard Administration* website.

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Review History

To view an employee's *MyPayCard* history, first search for the employee, then choose *Review History* from *Search Employee* on the menu bar. Only funding history will be available to view; you will not have access to the employee's withdrawal or debit transaction history.



Welcome to the Payroll Card

Search Employee Add New Employee Log Out

Card Name:	TEST 2	Expiration Date:	07/31/201
Card Status:	ACTIVE	Last Change:	08/06/200
Employee ID:	07350820020000035	Employer ID:	00G5H

Payroll History

Date	Description	Amount	Reject Reason
08-07-09	REMOVE FUNDS	50.00	
08-07-09	ADD FUNDS	100.00	

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Reissue or Replace a *MyPayCard* for an Employee

To request to reissue or replace an employee's existing *MyPayCard*, complete the *Bankers Trust MyPayCard Maintenance Form*, which can be found on the *Contact Information* link from the *MyPayCard Employer Administration Website*.

Reissue a *MyPayCard*

Request to reissue a *MyPayCard* if an employee changes his/her name or if the magnetic strip is not working properly. A new card is created with the same card number and mailed to the employee.

Replace a *MyPayCard*

When a cardholder has lost a card or has experienced possible fraudulent transactions, Bankers Trust will replace the *MyPayCard* with a new card, which will be a new card number and CVV value. However, the employee can still access his/her transaction and history information online using the same user ID and password. As the employer, you will continue to use the same Employee ID (checking account number) for the direct deposit, so no changes will be required in your payroll processing for the new card. If fraud is suspected additional monitoring may be needed. The new *MyPayCard* can be expedited for an additional fee.

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Close or Cancel an Employee's *MyPayCard*

If an employee requests to close his/her *MyPayCard* or is no longer an employee of your organization, you will need to complete the *Bankers Trust MyPayCard Close Card Form*. In the event of employee termination, Bankers Trust must be notified within five business days of the employee's termination. The card(s) will be closed within 60 days of the termination of employment as noted in the "Card Contingent on Employment" section of the *MyPayCard* Terms & Conditions. The employee may continue to use the card during this 60-day period. The card(s) may be closed earlier if the employee has used all funds, which may be identified on the *MyPayCard Close Card Form* in the Date to be Closed field.

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For assistance with the *MyPayCard Employer Administration* website, please call us at 1-800-626-5761.