

Card Number Creation for Card Vendor Encoding

A Sys Admin User can create a new list of card numbers for printing & encoding. Once created, card number lists will be displayed in text format, which may be saved outside of iCare.

- Under *iCare/ Account Admin/ Create Card Numbers*, click Create Card Numbers.

- Select the Program and the Card Rule (If only 1 Card Rule, field will auto populate).

- The next available number will auto populate based on the last time card numbers were generated with this tool- modify if necessary.

IMPORTANT: Verify the previously created account numbers before creating more.

Duplicate numbers should NOT be reprinted. Duplicate numbers include any number previously printed, encoded or issued in iCare.

- Enter the number of accounts to be created.

- Click 'Create.' This will create a valid list of numbers in text format that may be saved and provided to for printing and encoding.

- Once the list is created the list may be recalled, if necessary, see the *View Created Card Numbers* screen. Card numbers created prior to mymicros.net version 6.3.0 (released May 2011) will not appear in this list.

NOTE: The Create Card Number function does not actually create the accounts in iCare; it simply creates a list for printing and encoding purposes.

iCare accounts will be created real time when activated at the POS, in the portal through Issue/ Bulk Issue or through the Web Service.