

Setting Your Pin Number and Activating Your Card

Before using your card, you must set your personal 4 digit ATM/PIN and activate your card

1. Call 1-888-913-0900 and follow the prompt to log into your paycard account.
2. Enter your card number and your account access code. Your initial account access code is the last 4 digits of your social security number.
3. Press 7 to access your pre-assigned ATM/PIN code, then press 2, to change your pre-assigned ATM/PIN code to a new ATM/PIN code you will easily remember. You will then be asked to enter your new ATM/PIN code a second time as confirmation. Press 8 to return to the previous menu.
4. Press 5 to change your account access code. Enter the same new ATM/PIN code as your new account access code. You will be asked to enter the new ATM/PIN code again as confirmation
5. Press 2 to activate your card. Enter the expiration date from the front of your card. You are now ready to start using your card. You will need to use your new account access code to access your account information. You will need to use your new ATM/PIN to operate an ATM or Pin Debit transactions.

How to use Your Money Network Payroll Card After Setting Your PIN and Activating Your Card!

1. Call 1-888-913-0900.
2. Follow the voice prompts for account logon.
3. Press 1 to select "Account Information Menu".
4. Press 1 to select "Account Balance".

How to get cash at an ATM

1. Swipe or enter you Payroll Card.
2. Enter your 4-digit PIN.
3. Select "Withdrawal from Checking".
4. Enter the dollar amount to be withdrawn.
5. Take your cash, Payroll Card and receipt.

How to make a Visa signature purchase at a store

1. Swipe the paycard through the card reader.
2. Press the "Credit" button.
3. Verify the amount of your purchase and press "Approve", "Yes" or "OK".
4. Sign and return the authorization slip the clerk will present to you.
5. Take your merchandise and your receipt. If the store does not have a swipe pad, give the Visa card to the clerk who will process it.

How to make a Visa PIN debit purchase at a store to get cash back

1. Select "ATM / Debit" at the check out PIN pad.
2. Swipe your card and enter your PIN.
3. For cash back, select "Cash Back" or ask the clerk for cash back.
4. Verify the amount of your purchase, plus any cash back.
5. Select "Approve", "OK" or "Yes".
6. Take your cash and your receipt.

How to transfer money to a personal bank account

1. Call 1-888-913-0900.
2. Follow the voice prompts for account logon.
3. Press 6 to select "Transfer funds into another account".
4. Establish the account you wish to transfer money into, this is a one time process. You will need your bank account and routing numbers.
5. Follow the voice prompts to designate the amount of transfer.

How to make a Visa Branch Bank withdrawal

1. Present your Visa paycard to the teller at a bank that issues Visa cards.
2. Ask for the withdrawal amount you want, up to the amount available on your card.
3. The teller will take your card, ask for ID and verify the requested amount is available. Sign and return the authorization slip the teller will present to you.
4. The bank will deduct the funds from the card, disburse the cash and return your card.