Prepaid Visa Card Payment Approvals

How to log in to the Prepaid Visa site:

1) Login here.
2) Enter your login and password as provided to you. Keep in mind that your login and password are case sensitive, so make sure to use capital letters as necessary.
3) If you have difficulty logging in, please click on the "Forget username and/or password?", enter your email address, and click "Reset my password." This will instantly send you an email with a link allowing you to reset your password.

How to approve a payment:

1) Log in to the Prepaid Visa Card website.

2) Click on "Payment Approvals".

a. If you do not have 'coordinator' access, you will be automatically brought to this page upon log-in.

3) If payments are pending your approval, you will see these listed on the page.

4) You can review the payments on the page (if there are more details than shown, click 'more details'), and if you would like to approve all, click 'approve all' at the top of the page, and then scroll to the bottom and click 'save changes.'

5) If you want to approve payments one-by-one, you can select each that you want to approve and then save. You can also choose to decline, if necessary.

6) You will include a note explaining why you are declining the payment if this option is chosen.

Email alerts will be sent twice daily to inform you that payments are pending your approval. These messages are sent at 7 am and 4 pm EST

*Please approve payments promptly, so that participants do not reach out to the coordinator wondering where their funds are.