



Cards4all Pty Ltd  
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## HOW TO LOAD FUNDS ONTO THE CARDS

There are three methods to choose from:

### Using your eftpos terminal:

1. Choose the 'REFUND' function
2. Swipe the card
3. Refund the chosen value onto the card using the 'SAV' option and the PIN code (printed on the back of the card beneath the scratch panel)  
*NOTE: there is a minimum of \$10 and a maximum of \$1000 that can be loaded onto each card.*
4. Write the value and expiry (12 months after date of purchase) on the back of the card in the spaces provided

### Using your bank's internet banking service:

1. Choose 'PAY ANYONE' option
2. Enter the value you wish to load on the card  
*NOTE: there is a minimum of \$10 and a maximum of \$1000 that can be loaded onto each card.*
3. Use the BSB that we provide you.

The Account number will be the 6-digit SN (serial number) printed on the back of the card.

E.g.: The SN on the card is: 156097

So in the Account Number box you will type: 156097

4. Type your reference as however you would like to identify the transaction for your bank records, often other merchants will simply type the name of their client/cardholder.

**Bulk Loading:**

The quickest and easiest way to load many cards at once:

Cards4all will require a spreadsheet of the card numbers of the cards that you wish to load in sequential order for the range of cards (i.e. first and last card numbers) and how much will be put on each.

*NOTE: you may only choose one value for each range of cards.*

EG: This table will tell us to load a range of cards from the starting card to the last card with \$100.00 each. This particular example instructs us to load 100 cards, so the total value to loaded will be \$10,000.00.

	Card Number	Value
First	5021 2510 0080 1162 659	\$100
Last	5021 2510 0080 1163 647	

We will then require you to return that information to Cards4all and then forward payment for the total value of all cards that are to be loaded to our Westpac bank account:

**Cards4all Pty Ltd**

**BSB: 034 239**

**ACC: 252 029**

Once you have returned the information and forwarded the payment to Cards4all, we can then load all of those cards remotely from our office.