



**Digital World Card Inc.**  
e-business solutions

*Card Tracking System*  
[www.digitalworldcard.com](http://www.digitalworldcard.com)  
**Merchant Logon**

**Users Guide 2.0**



## Users Guide

The Digital World Card Tracking System has been designed to provide output reports on cards issued and assigned to Distributors, Card Portfolio Managers and Merchants. The system provides for great flexibility where you can assign additional distributors, card portfolio managers and merchants. Merchants can login to track cards sold and issued. They can obtain reports on transactions as well. Distributors may add additional distributors, or they may add merchants. Distributors can then request reports on their respective Distributors and Merchants.

This is a step-by-step guide to using the system and requesting report data.

While logging on to the system you may have questions. You may call 1 866 878 8020 XT 106 in order to speak to someone directly to assist you.

### Contents

#### 1. Logon

Here you may logon to the system before doing so and having privileges on the system you must complete the Card Tracking System Administrator Registration Form. (Attached)

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**Digital World Card**  
"E-Commerce Solutions"  
Call Card Services department for more information. 1 866 878 8020 ext. 106

\* Required Fields

Merchants and Distributors, please login to access The Card Tracking System.

**Login To The Card Tracking System**

Username: \*

Password: \*

**SUBMIT**

Find out more about [Merchant Services](#).

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Please complete the last page of this guide and fax to 1 877 734 1313 in order to obtain a user name and password in order to logon to the Card Tracking System.



## 2. Tasks Menu

Here you may create and build on your unique user profile. You may add distributors and associate card groups to them and you may also add merchants, or cardholders...



From the tasks menu you may select any of the listed functions. If you are a merchant you will see merchant only functions. If you are a cardholder you see cardholder only functions etc.



3. Add a Merchant  
Here you may add a merchant to your profile and view / update contact information.

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\* Required Fields [Back](#) [Main](#)

### Add Merchant

First Name:*	<input type="text"/>	Assigned Distributor:	Joe LaCroix Digital World Card
Last Name:*	<input type="text"/>	Company:	<input type="text"/>
Address:*	<input type="text"/>	Suite:	<input type="text"/>
City/Town:*	<input type="text"/>	State:*	Alabama
Country:*	United States	Zip Code:*	<input type="text"/>
Phone:*	<input type="text"/>	Email:	<input type="text"/>

**SUBMIT**



4. View a Merchant  
Here you may view a list of merchants added to your profile. You may edit merchant record details.

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Merchant List

	First Name	Last Name	Company	State
<a href="#">Details</a>	Alan	Lubin		
<a href="#">Details</a>	Terry	Day	I Financial	
<a href="#">Details</a>	Josh	Rosen		
<a href="#">Details</a>	Mathew	Day		
<a href="#">Details</a>			IMC Intl	
<a href="#">Details</a>	Calvin	Lloyd		Alberta
<a href="#">Details</a>	Donald	Simon		Los Angeles
<a href="#">Details</a>	Mike	Muscato	Symmetrex Inc	Florida
<a href="#">Details</a>	Don	Williams		California
<a href="#">Details</a>	Tom	Collins	On Guard Security Center	Arizona



5. Assign a Merchant  
Here you may assign a range of card numbers to a merchant.

\* Required Fields

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### Assign Card(s) to Merchant

Merchant: \*

**SUBMIT**

Left Column      Centre Column      Right Column

Available Cards      Add Card(s)\*      Current Cards

5111690000455249  
5111690000482359  
6020009021123553  
6020009021123561  
6020009021123579  
6020009021123587  
6020009021123595  
6020009021123603  
6020009021123611  
6020009021123629  
6020009021123637  
6020009021123645  
6020009021123819  
6020009021123868  
627521310000026313  
627521310000034317  
627521310000042310

6275213100026013811  
6275213100139857315  
6275213100139865318  
6275213100139873312  
6275213100139881315  
6275213100139899317  
6275213100139907318  
6275213100139915311  
6275213100139923315  
6275213100139931318  
6275213100139949310

Central Command Buttons

>  
<  
>>  
<<

Once you are on the system you will see cards that have been dedicated to your profile on the left column by up line Distributor or Digital World.

To assign cards you will simply select one of your merchants from the Merchant drop down menu and then you will select a card number or a range of card numbers by holding down CTRL Key and highlight them.

You will then select from the central command buttons and move card numbers from the left column to the centre column.

After moving to centre column, you can review the card numbers and click Submit Button. You have successfully added cards to the merchant. Upon a refresh view you will see the card numbers dedicated to the merchant in the far right column.



6. Add Distributor  
Here you may add a distributor to your profile and edit / update contact info.

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**Add Distributor**

First Name: *	<input type="text"/>	Assigned Distributor:	Joe LaCroix Digital World Card
Last Name: *	<input type="text"/>	Company:	<input type="text"/>
Address: *	<input type="text"/>	Suite:	<input type="text"/>
City/Town: *	<input type="text"/>	State: *	Alabama
Country: *	United States	Zip Code: *	<input type="text"/>
Phone: *	<input type="text"/>	Email:	<input type="text"/>

**SUBMIT**

To add a distributor, complete the form by entering data into the fields, then select the "SUBMIT" button and you have created a new record. You can then go BACK to select the View Distributors in order to verify the record.



7. View distributor

Here you may view a list of distributors added to your profile. You may edit distributor record details.

The screenshot shows the Digital World Card website interface. At the top, there is a navigation bar with buttons for "Card Products", "New Account", "Existing Account", "Investment Options", and "Contact us". Below the navigation bar, the page title is "Digital World Card" with the tagline "E-Commerce Solutions" and a call to action: "Call Card Services department for more information. 1 866 878 8020 ext. 106". A section labeled "\* Required Fields" is visible, with links for "Back" and "Main". The main content area is titled "Distributor List" and contains a table with the following data:

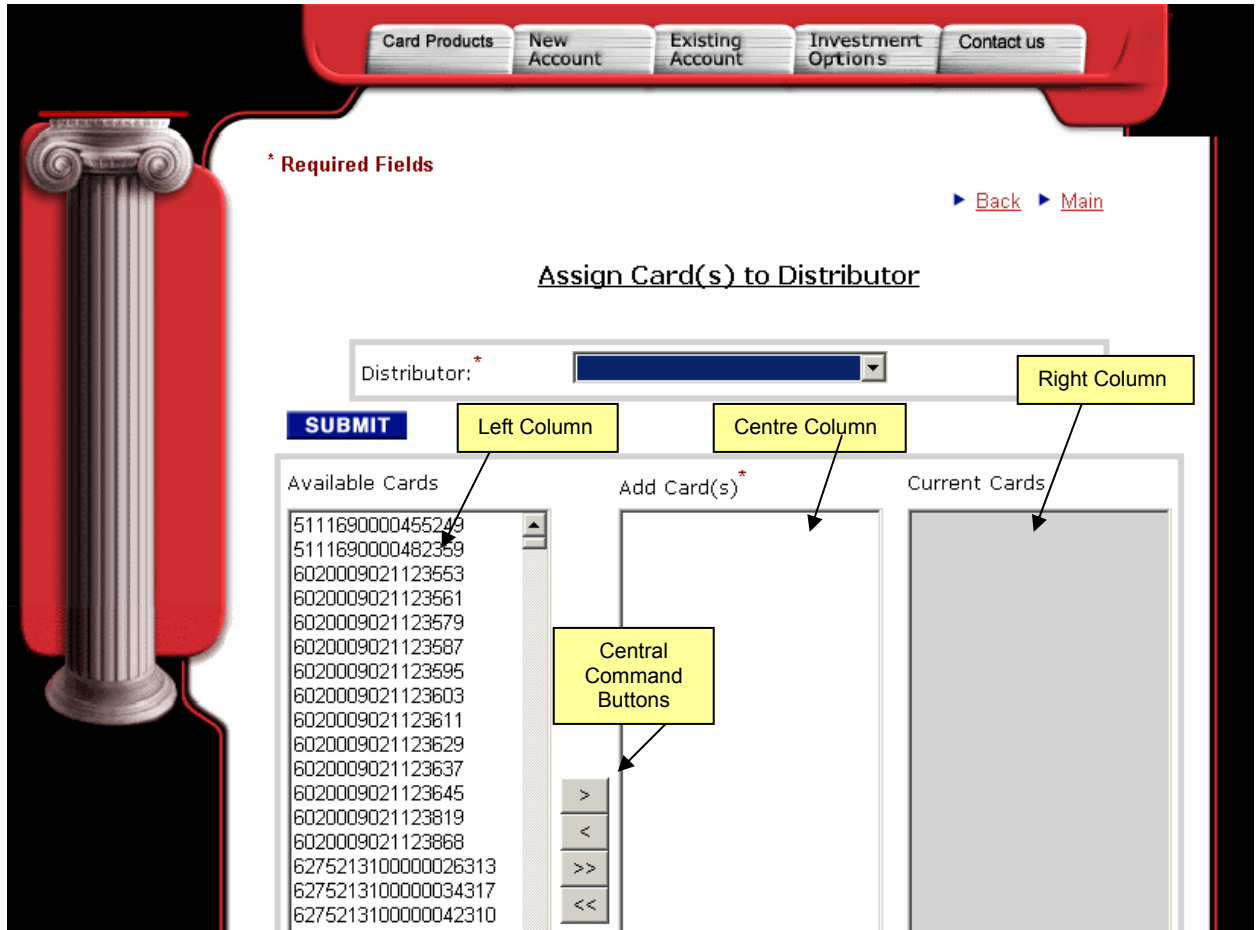
	First Name	Last Name	Company	Assigned Dist	State
<a href="#">Details</a>	Greg	Hannan	GDC	Bruce Parker - Spear Systems Inc.	Alabama
<a href="#">Details</a>	Bruce	Parker	INTERACTCO	Bruce Parker - Spear Systems Inc.	Queensland
<a href="#">Details</a>	Laura	Patton	Cashless Card Instant	Cashless Card Instant	British Columbia
<a href="#">Details</a>	Jerry	Davenport	Digital Cash	Digital World America	Washington
<a href="#">Details</a>	Bernadette	Story	Event Market Direct, Inc.	Digital World America	Texas
<a href="#">Details</a>	Jackie	Levis	Jackie Levis	Digital World America	California

Here you may view a list of distributors in your unique profile.



8. Assign Distributor

Here you may assign a range of card numbers to a distributor. You may view card numbers previously assigned to a distributor at a glance.



Once you are on the system you will see cards that have been dedicated to your profile by your up line distributor or Digital World.

To assign cards you will simply select one of your merchants from the Merchant drop down menu and then you will select a card number or a range of card numbers by holding down the CTRL Key and highlight them.

You will then select from the central command buttons and move card numbers from the left column to the centre column.

After moving to centre column, you can review the card numbers and click Submit Button. You have successfully added cards to the merchant. Upon a refresh view you will see the card numbers dedicated to the merchant in the far right column.



9. Add Cardholder

Here you may add a cardholder to your profile and view / update contact information.

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\* Required Fields [Back](#) [Main](#)

Add Customer

First Name: *	<input type="text"/>	Assigned To:	Joe LaCroix Digital World Card
Last Name: *	<input type="text"/>	SIN:	<input type="text"/>
Address: *	<input type="text"/>	Suite:	<input type="text"/>
City/Town: *	<input type="text"/>	State: *	Alabama
Country: *	United States	Zip Code: *	<input type="text"/>
Phone: *	<input type="text"/>	Email:	<input type="text"/>

**SUBMIT**

Enter data to capture and create a new cardholder record.



10. Search Cardholder

Here you may view a list of cardholders added to your profile. You may edit cardholder record details.

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\* Required Fields

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Search Customer(s)

First Name:

Last Name:

**SUBMIT**

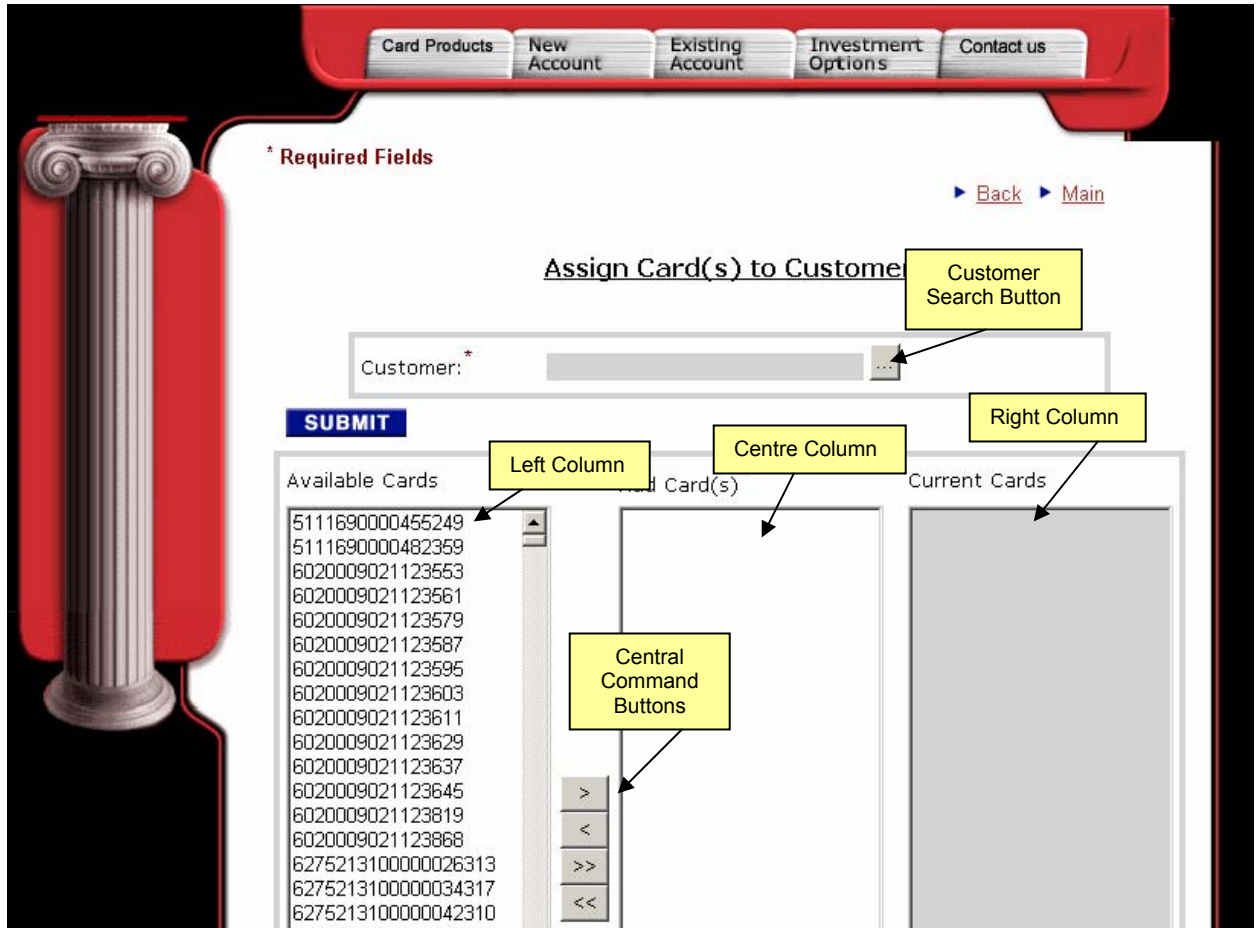
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Here you may search customers by first name and last name.



## 11. Assign Cardholder

Here you may assign a range of card numbers to a cardholder. You may view card numbers previously assigned to a cardholder at a glance.



Once you are on the system you will see cards that have been dedicated to your merchant.

To assign cards you will simply search and find for your customer by clicking the button located beside customer. Then select a card number or a range of card numbers by holding down the CTRL Key and highlight them.

You will then select from the central command buttons and move card numbers from the left column to the centre column.

After moving to centre column, you can review the card numbers and click Submit Button. You have successfully added cards to the merchant. Upon a refresh view you will see the card numbers dedicated to the merchant in the far right column.



## 12. Search Cards

Here you may search a card number for recent transactions.

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Search Card(s)

Card Number: \*

Type: \*

**SUBMIT**

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As a Distributor, you will see all transactions for all the cards assigned by your up line Distributor.  
As a Merchant, you will see all transactions for all the cards assigned by your Distributor.



Please enter a card number and click submit. You will see the screen below that gives you more information on the card.

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\* Required Fields

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**Search Card(s)**

Card Number: \*   
Type: \*

**SUBMIT**

Card No.	Type	Distributor Name	Status	Expiry Date
6275213100992685316	Digital World Global Card	Joe LaCroix Digital World Card	Active	03/01/2007

1

Once you clicked SUBMIT, the system gives you information on the following: Type of Card, Distributor Name, and Status.



If you click on the card number, then you will go to the next screen shown below:

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**Card Details**

Card No:	6275213100992685316	Type:	Digital World Global Card
Status:	Active	Expiry Date:	03/01/2007 (mm/dd/yyyy)
Distributor:	Joe LaCroix Digital World Card	Merchant:	Digital World Financial Test
Customer Info:			

[View Transactions](#)  
[Suspend Card](#)  
[Reset PIN](#)

This gives you more info on the card as well as options to view the transactions of this card, suspend card and reset PIN of this card.

As a Distributor or Merchant, you can suspend a card in the case where customers have lost their card or have it stolen. Once the card is suspended, DWC will issue a new card or merchant can reissue another card.

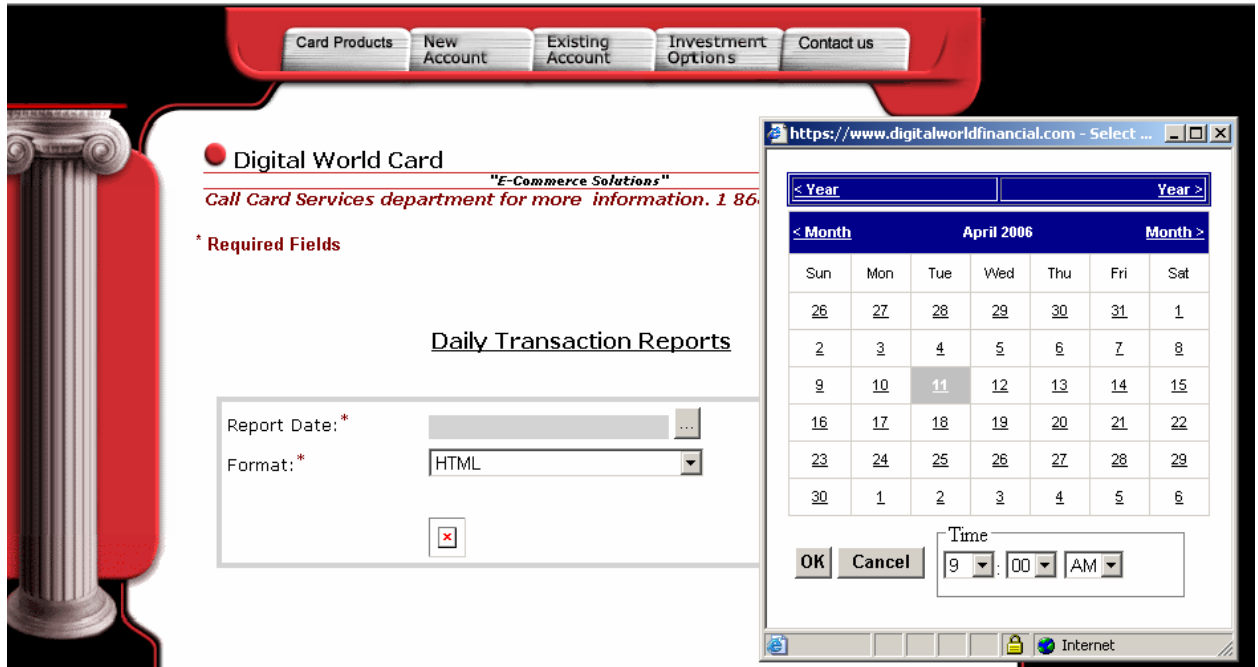
As a Distributor or Merchant, you can also reset the PIN of a card to default.

These two functions explained above should be done with the customer/cardholder's consent.



### 13. Reports

Here you may select reports for distributors, merchants and cardholders for recent transactions with updated information provisioned every 24 hours.



Here you may select a report date for your entire card range from the "Report Date" tool. When you select the report date tool a pop up window appears to serve the date selection task. Here you select a date and then select the OK button. Once complete select SUBMIT and the system will output a report to you in HTML, EXCEL, WORD or PDF files.



SAMPLE HTML REPORT

Card Products | New Account | Existing Account | Investment Options | Contact us

\* Required Fields [Back](#) [Main](#)

### Daily Transaction Reports

Report Date: \*  ...  
 Format: \*

*(All currency in USD)*

Card Number	Date	Type	Amount	Fee	Terminal Location	Transaction	Message
6275213100000547318	04/01/2005	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000570310	04/01/2005	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000588312	04/01/2005	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000604317	04/01/2005	POS	0.00	0.49	MONTHLY SERVICE CHARGE	Charge	Approved

SAMPLE EXCEL REPORT

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Digital World Financial

Card Transactions ( Joe LaCroz Digital World Card )

Transaction 04/01/2005

Card Number	Date	Type	Amount(\$)	Fee(\$)	Terminal	Transaction	Authorization
6275213100000547318	4/1/05 2:35 AM	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000570310	4/1/05 2:35 AM	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000588312	4/1/05 2:35 AM	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000604317	4/1/05 2:35 AM	POS	0.00	0.49	MONTHLY SERVICE CHARGE	Charge	Approved



SAMPLE PDF REPORT

Card Products | New Account | Existing Account | Investment Options | Contact us

Card Transactions ( Joe LaCroix Digital World Card )

Transaction Date: 04/01/2005

Card Number	Date	Type	Amount (\$)	Fee(\$)	Terminal	Transaction	Authorization
6275213100000547318	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000570310	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000588312	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000604317	4/1/05 2:35 am	POS	0.00	0.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000638315	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000950314	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved

SAMPLE WORD REPORT

Card Products | New Account | Existing Account | Investment Options | Contact us

Card Transactions ( Joe LaCroix Digital World Card )

Transaction Date: 04/01/2005

Card Number	Date	Type	Amount (\$)	Fee(\$)	Terminal	Transaction	Authorization
6275213100000547318	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000570310	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000588312	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000604317	4/1/05 2:35 am	POS	0.00	0.49	MONTHLY SERVICE CHARGE	Charge	Approved
6275213100000638315	4/1/05 2:35 am	POS	0.00	2.49	MONTHLY SERVICE CHARGE	Charge	Approved



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## Card Tracking System Registration Form

Company Name: \_\_\_\_\_

### TECHNICAL CONTACT:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**ONCE COMPLETE, PLEASE FAX TO: 1-877-734-1313**

### FOR OFFICE USE ONLY:

#### Login Information

USER NAME: \_\_\_\_\_

PASSWORD: \_\_\_\_\_

DISTRIBUTOR ID: \_\_\_\_\_

MERCHANT ID: \_\_\_\_\_

Initial: \_\_\_\_\_