

Employee Guide

Corporate Annual MCard online process

Release: Version 2

Date: 01/02/2019

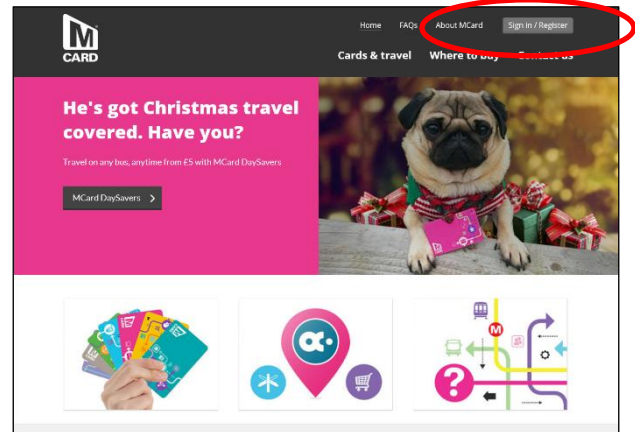
Authors: EH

Contents

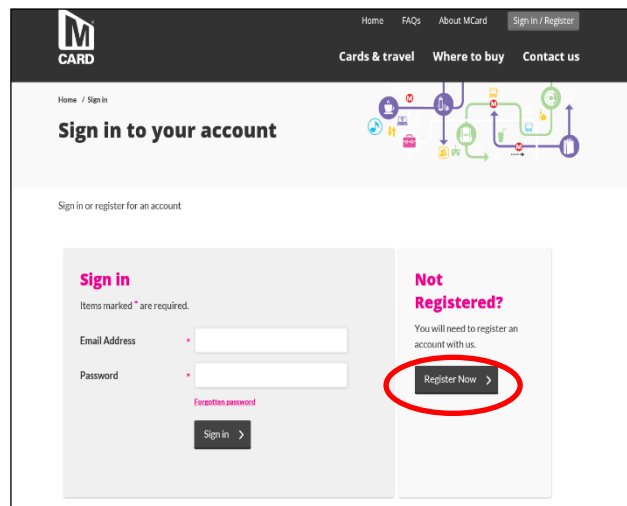
How do I order a Corporate Annual MCard on the website?.....	3
How do I register for an account?.....	4
Applying for a new Corporate Annual MCard	5
Organisational Details	6
Application Details.....	7
Photograph.....	8
Terms and Conditions	8
Review of Order.....	9

How do I order a Corporate Annual MCard on the website?

1. Go to the MCard website
(www.M-Card.co.uk).
2. Click on the sign in/ register button at the top of the screen



3. Register for a new account.



How do I register for an account?

4. Registration form

You must input your

- First Name,
- Surname,
- Postcode (use the post code look up to find their address),
- Date of birth,
- Email address and confirm email address
- Password (twice for confirmation).
- Read and accept the Privacy Statement

Then click Register button. –

Home / Login / Register

Register

Register for an account.

Your details

Title: Mr

First name: *

Surname: *

Address line 1:

Address line 2:

Address line 3:

Town/City:

Country:

Postcode:

Date of birth: * 1977

Email address: *

Confirm email address:

Password

Your password should be eight characters or more, and should include at least one number and one upper case (capital) letter

Password: *

Confirm password: *

Privacy

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Accept Privacy statement: * ☒ Yes ☐ No

Staying in touch

Opt-in: ☐ Yes ☒ No

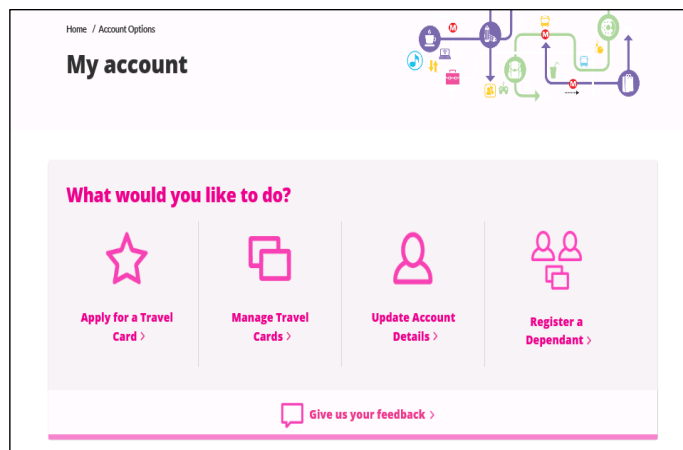
NOTE –

- The password should be eight characters or more, and should include at least one number and one upper case (capital) letter.
- First Name, Surname and DOB cannot be changed online once entered. If these fields require changing the Employee will need to go to a Travel Centre with proof of the change

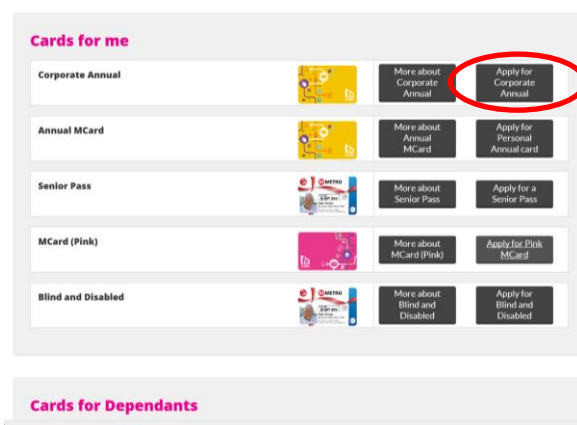
Applying for a new Corporate Annual MCard

What the Icons Mean

5. **Apply for a Travel Card** – this will show you what type of cards you are able to apply for (age related) This is where you will apply for your Corporate Card
Manage Travel Cards – this is what cards you have (live cards) and if you are able to replace or renew
Update Account Details – you can amend your details here i.e. change of address
Register a dependant – this is if you have a family member who is eligible for a pass i.e. a parent who is entitled to a senior pass, or a child who requires a school bus pass, you can order one for them on their behalf



6. **Cards For Me** this shows all the cards you are eligible to apply for
7. Click on Apply for Corporate Annual

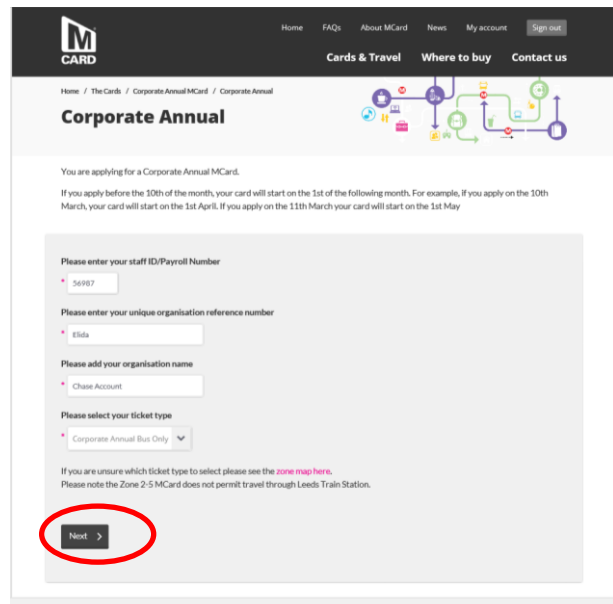


Organisational Details

8. You must input your

- Payroll Number (personnel number on your payslip)
- Organisation reference number – UNI1
- Organisation Name – University of Leeds
- Select the right ticket type (use the zone map link to check you have selected the right ticket type)

9. Click **Next**



The screenshot shows the 'Corporate Annual' application page on the MCard website. The page has a dark header with the MCard logo and navigation links: Home, FAQs, About MCard, News, My account, and Sign out. Below the header, there are links for 'Cards & Travel', 'Where to buy', and 'Contact us'. The main content area is titled 'Corporate Annual' and includes a sub-header 'You are applying for a Corporate Annual MCard.' followed by explanatory text about the card's start date. The form contains several fields: 'Please enter your staff ID/Payroll Number' (with a red asterisk and a text input field containing '561937'), 'Please enter your unique organisation reference number' (with a red asterisk and a text input field containing 'E11da'), 'Please add your organisation name' (with a red asterisk and a text input field containing 'Chase Account'), and 'Please select your ticket type' (with a red asterisk and a dropdown menu showing 'Corporate Annual Bus Only'). A red circle highlights the 'Next >' button at the bottom of the form. Below the form, there is a note: 'If you are unsure which ticket type to select please see the [zone map here](#). Please note the Zone 2-5 MCard does not permit travel through Leeds Train Station.'

NOTE

- All fields are mandatory and incorrect information **will lead to a delay** in approving your application.
- If you get an error message, then check the right Organisational reference number and Name has been entered or speak to your Co-Ordinator in the Staff Benefits Team on 0113 3433966.

Application Details

10. The application details will be pre-populated with the information already entered at registration

11. The address shown is your home address.

12. For Delivery Address

The card will be delivered to your home address

Delivery address:

Enter your home address

Click **Next**

The screenshot shows the 'Corporate Annual' application page for an M CARD. The page has a dark header with the M CARD logo and navigation links: Home, FAQs, About MCard, News, My account, and Sign out. Below the header, there are links for 'Cards & Travel', 'Where to buy', and 'Contact us'. The main content area is titled 'Corporate Annual' and includes a progress bar with steps: Select a card, Your details, Your photo, Review, and Confirmation. The 'Your details' section is active and contains the following information:

- First name: Hazlenut
- Surname: Chodolate
- Address line 1: West Yorkshire Combined Authority
- Address line 2: Wallington House
- Address line 3: 40-50 Wallington Street
- Town/city: LEEDS
- County: WEST YORKSHIRE
- Postcode: LS1 3DE

Below the address fields is a 'Find Address' button. The 'Date of birth' is 02 March 1977. The 'Delivery Address' section asks 'Is your delivery address the same as your registered address?' with 'Yes' and 'No' radio buttons. The 'No' button is selected. Below this are fields for the delivery address:

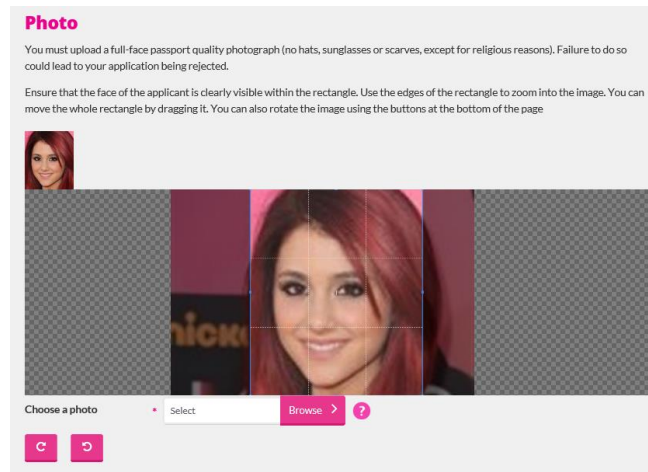
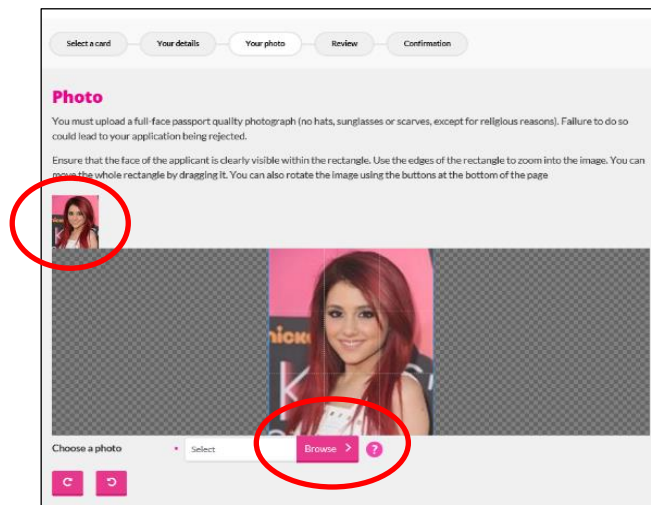
- Address line 1: 6 Haverthwaite Drive
- Address line 2: Aberford
- Address line 3:
- Town/city: LEEDS
- County: WEST YORKSHIRE
- Postcode: LS28 3AT

Below the delivery address fields is another 'Find Address' button. At the bottom of the form, there is a 'Next >' button, which is circled in red.

Photograph

13. Click on Browse to find the photo.(you will need to have a photo stored on your device)
14. Ensure that the photo is a full-face passport quality photograph and no more than 12 months old
15. Use the edges of the rectangle to zoom in so that the face is clearly visible
16. Click next once the photograph is correct.

NOTE - If an unsuitable photo is used it can result in your application being rejected



Terms and Conditions

17. Read and accept the terms and conditions
18. Then click Next

NOTE – these Terms and Conditions are in addition to any agreement that you have signed with your employer for payment of your MCard

Terms and Conditions Agreement

I apply for an Annual MCard and certify that the details given in this application are correct and I agree to comply in every respect to the conditions of use.

I understand that if I need to change the type of ticket during the lifetime of this card I will contact my Co-Ordinator and a new 12 month card will be ordered and a new payment agreement set up with my Organisation.

I understand that should I lose my Annual MCard, I am able to obtain a replacement card, however I will be required to pay an administration charge. I will be allowed only one replacement card per year.

If I pay for my Annual in instalments to my Organisation, I understand that should I leave before the agreed amount has been paid that my Organisation will recoup any monies owed.

Full MCard terms and conditions can be found [here](#)

☒ I have read and confirm acceptance of the above Terms and Conditions

Next >

Review of Order

19. The order review screen will show and confirm the delivery address
20. If the details are correct click the next button
21. Use the [back](#) button if you need to change any details
22. A confirmation web page will then be displayed and the application will be **sent to your co-ordinator in the Staff Benefits Team for approval.**
23. You will also receive confirmation of the application via email

Your Details

Title	Ms
First Name	Elizabeth
Surname	Walton
Date of birth	01 January 1995

Delivery address

Address line 1	West Yorkshire Combined Authority
Address line 2	Wellington House
Address line 3	40-50 Wellington Street
Town/city	LEEDS
County	West Yorkshire
Postcode	LS1 2DE

Company

Organisation name	Walsh Undertakers
Ticket type	Corporate Annual Zone 1-3


[< Back](#) [Next >](#)

M CARD Home FAQs About MCard News My account Sign out

Cards & Travel Where to buy Contact us

Home / The Cards / Annual MCard / Corporate Annual

Corporate Annual



Your application has been submitted, you will receive notification once your application is approved by a Co-ordinator.

Tincidunt integer eu augue augue nunc elit dolor, luctus placerat scelerisque euismod, iaculis eu lacus nunc mi elit, vehicula ut laoreet ac, aliquam sit amet justo nunc tempor, metus vel.

[Back to your account](#)