

Reimbursement Card Information

The US Bank card does not have any merchant or item restrictions. The funds that have been reimbursed to you are your funds to do with as you wish!

There are a few things to keep in mind, however, when using the card:

To activate the card, you will call the phone number on the card. During that automated process you will enter a 4-digit PIN number. Record that number somewhere safe. Even though there is a pin, you **cannot use it at an ATM for any reason**, because it is a credit card (not debit). You'll either swipe or insert the card into the terminal, and sign for the transaction.

At the register, you **must select the credit option** and there is no way to get cash back during the transaction.

The US Bank card **cannot be used at the pump** for fuel transactions. You will need to go inside the station to make gas station transactions. This is for fraud prevention.

Keep your card because any Reimbursements you qualify for in the future will be added onto the same card. We replace cards that expire for active clients. Cards are good until the last day of the expiration month listed on the card.

You will receive a US Bank card statement in the mail each month. Please review it carefully. And we recommend you keep these records with your receipts. If you do not receive these statements, or if you move, please notify us at DWLLC.

To check how much money is available on your Reimbursement Card to spend, you can call US Bank using the number on the card. However, keep in mind that their information is not up to the minute because some transactions take days to process. When you call, the automated recording will list a few numbers. When they say "current balance" that refers to how much you have already spent. You'll want to listen for "current available credit", which will tell you how much is available to spend.

If your card is lost or stolen, promptly call US Bank Customer Service to request a replacement card with a new account number. If you don't have their number or have difficulty with that process, feel free to contact us.

If you experience any problems with your card call us at Disabled Workers. US Bank is simply our vendor and we don't want them to accidentally provide incorrect information.

HOW TO USE THE CHIP ENHANCED CARD

If you encounter a chip card reader at a merchant, follow these instructions:

1. **Insert the card** chip first and face up into the terminal instead of swiping the card.
2. **Leave the card in the terminal.** The card must remain in the terminal during the entire transaction.
3. **Verify your transaction.** When prompted, sign your name (or enter your pin if required).
4. **Remove your card.** When the purchase is complete, remember to take your card with you.

If the terminal at the merchant *does not* use the chip technology, simply swipe the card and sign for your purchase.

The pin will not work at an ATM to withdraw cash or to check your current available credit.

How to Use

Your new U.S. Bank EMV chip card adds increased security and greater acceptance internationally. Now whenever you encounter a chip card reader, simply insert your card as directed by the merchant. It's all done quickly, easily and securely.

- 1 Insert Card**
Instead of swiping, insert the card into the terminal, chip first, face up.
- 2 Leave the Card in the Terminal**
The card must remain in the terminal during the entire transaction.
- 3 Verify Your Transaction**
When prompted, sign your name or enter your PIN to complete the transaction.
- 4 Remove Your Card**
When the purchase is complete, remember to take your card with you.

REMEMBER
The chip card still has a magnetic stripe, just in case you need to use it with a traditional terminal.

All of **us** serving you®

usbank.

©2014 U.S. Bank National Association.
All trademarks are the property of their respective owners.
CP3 3850 (04-14) MM/BC-04312