WHAT IS A PAY CARD AND HOW DO I USE IT?

The card is a Visa prepaid debit card and is not a credit card. Each payday your pay will be loaded on the card. You enjoy the benefits of having a debit card, with the ability to transact using a PIN code or signature. ATM withdrawals are available from in-network locations.

Tools are available for managing your card, including a website, a phone app, bill payment capability and alerts. You have the ability to receive cash back with point-of-sale transactions at participating retail locations.

There are no fees for paying bills by phone or online using standard bill pay. Note: there is a fee for expedited bill payments online.

SIGN UP FOR THE PAY CARD | HERE’S HOW:

1. Review the following documents to learn more about the card and understand how to avoid fees:

   - Section 1: Complete all information.
   - Section 2: Check the box indicating agreement to receive all regular wage payments through a pay card.
   - Sections 3 & 4: Read all Section 3 and give authorization by signing in Section 4.

3. Visit the UCPath portal at [https://ucpath.universityofcalifornia.edu/](https://ucpath.universityofcalifornia.edu/) and click on “Ask UCPath Center” then click on “Submit An Inquiry” to submit the electronically signed form.
   - Select Topic = ‘Payroll’
   - Select Category = ‘Submit a Form Payroll Administration’
   - Enter Subject = ‘Personalized pay card enrollment’
   - Upload your signed form and click on Submit.

4. A pay card enrollment confirmation, along with next steps will be returned in one business day.

5. Your pay card will arrive at your home address within seven to ten days.

If you have any additional questions, please visit UCPath at: [https://ucpath.universityofcalifornia.edu/](https://ucpath.universityofcalifornia.edu/) and click on “Ask UCPath Center” to submit an inquiry. You may also contact the UCPath Center to speak with an associate Monday – Friday 8:00 a.m.–5:00 p.m. at (855) 982-7284.