How to Enroll Paycards for Your Employees using the Skylight Corporate Portal

Before your employees can get paid via the Skylight ONE Card, you will need to enroll them in the Corporate Portal. To get started, make sure you have a new Instant Issue Card Pack, and the following information about the employee: **first and last name, home address, date of birth, and Social Security Number**.

Once you have that info, follow the steps below.

Enter the Skylight Card Account Number

1

Go to the Corporate Portal home page, and click on "Enroll Employee"

> **Quick Links**
> - Enroll Employee
> - Fund Cardholder

Enter the Skylight Card Account number in the indicated field. You can locate this account number in the see-through window of the Instant Issue Card Pack.

Step 1 - Enter Skylight Account Information

Add Skylight Account Number*

[   ]

Once you have entered this Skylight Card Account number correctly, the screen will display "Skylight Account Verified."

Enter the employee's Social Security Number and Date of Birth

2

In the appropriate fields, enter the employee's Social Security Number (with no dashes) and their Date of Birth (in the MM/DD/YYYY format).

Step 2 - Enter User Information

Social Security Number*   Date of Birth*

[   ]   [   ]

* Do not include dashes with SSN.
* Date of Birth must be in MM/DD/YYYY format.

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Questions?
Contact your Implementations Manager, or Client Services at 1-877-382-7816.

Enter the employee's Name and Address

In the appropriate fields, enter the employee's first and last name, and their address (Note: Once you enter the ZIP code, the city and state will automatically populate).

③

Step 3 - Enter Enrollee Information

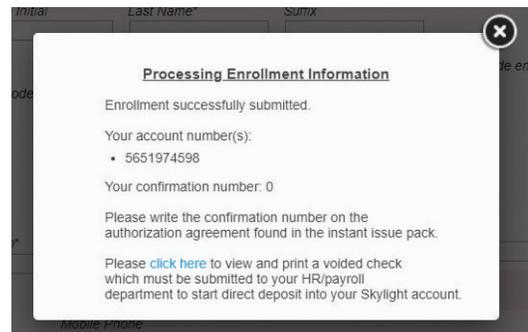| Title	First Name*	Middle Initial	Last Name*	Suffix

Important: An employee's address cannot be a P.O. Box; it has to be a physical location. If the employee needs their card shipped to a P.O. Box, you can enter it into the Mailing Address section to the right. This address cannot be the employee's work location (i.e. the employer's address).

Submit the enrollment information

Once you have completed the information, click the "Submit" button at the bottom of the screen. A few moments after clicking submit, a window will pop up, confirming the employee has been enrolled:

④

You can see the Skylight Card Account Number, and enrollment confirmation number, as well as a way to review a dummy check for the Skylight Card Account (which shows you the Routing Number and Account Number information so that you can enroll the employee in direct deposit in your payroll system).

Processing Enrollment Information

Enrollment successfully submitted.

Your account number(s):
- 5651974598

Your confirmation number: 0

Please write the confirmation number on the authorization agreement found in the instant issue pack.

Please click here to view and print a voided check which must be submitted to your HR/payroll department to start direct deposit into your Skylight account.

Once you are done, return the Instant Issue Card Pack to the employee. They will need to follow the instructions in the Instant Issue Card Pack to activate their Skylight ONE Card.

You can also enroll your employees using a batch submission method. To receive a template file for batch submissions, contact your Implementations Manager or Client Services.

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