

How to enroll a customer for a gold card using Translink

During a transaction

1. Sign on as normal and press F5 (“send money” as if you were going to do a normal transaction.)
2. Instead of entering a gold card number press the enroll button in the middle down the bottom.
3. In the transaction destination select “international” then “ok/enter” and continue as you would a normal transaction
4. Once you have submitted the transaction the gold card number will be located the right of the MTCN.
5. Give this to the customer and advise them that their gold card will arrive in the mail to the address on the transaction within about a month.

Without a transaction

1. Sign in as normal at the bottom above the warning click the button that says “enroll” without transaction.
2. In the drop down menu change the “transaction destination” to international
3. Fill out the sender/ cardholders details including name phone number and address
4. Click on “additional services” located down the bottom in the middle
5. Fill in the customers I.D details.
6. Enter x to confirm
7. click “ok/enter”
8. Then click “enroll/ enter”
9. The gold card number will be located under the telephone number.
10. Give this to the customer and advise them that the gold card will arrive in the mail within a month.