# Instructions for Setting Up Your Card

**SOGO** CASH CARD

## Register a New Account or Login

- Go to My Account.
- If new account, select "Register" & follow instructions below:
  - Fill out the form, create a username and password, then click "Register".
  - Retrieve the activation code from email <u>SoGoCashCard\_noreply@e-customer-service.com</u> (check junk or spam folder if needed).
- Log in and enter activation code in pop-up window.

To activate your account, click on the link below or copy and paste the link to the address line of your Internet Browser. Log in with your user name and password. You will then be prompted to enter your activation code, which can be found below.

 $\underline{https://sogocashcard-canada.prepaidaccess.com/consumer?locale=en\_CA}$ 

Your activation code is: t4s6Y6H7

If you have any questions, please contact us at SoGoCashCard.USA@Sodexo.com.

\*Example of email w/ activation code

### Add a New or Additional Card

- Go to My Account and log in.
- Go to the Register New SoGo Cash Card tab.
- Insert Card Number, PIN on back of card (peel off cover), and Card Description. If card doesn't contain PIN, it cannot be registered.
- Click "Activate" to active & register a new card without adding funds.
- Click "Register" to register & add funds to a card.

My SoGo Cash Card	Register New SoGo Cash Card		
Register a new	v card		
To register a new card Use the REGISTER bu Use the ACTIVATE but	d for reload services, please enter its number. uton, to register and reload a new card. tton, to activate and register a new card without adding funds.		
* Card Number:	61820		
	Spaces and dashes are not allowed, only numbers (Ex:1234567890123456).		
* Pin:			
Card Description:	SoGo registration 2022		
	A Card Description helps you manage multiple cards. Card description between 0 to 60 characters and it should be al numeric characters only.		
	Reset Activate Register		

\*Enter your SoGo card information under the My SoGo Cash Card tab

## Auto Reload

#### Auto Reload Rule Set Up

- **Threshold -** Automatically adds funds on a card whenever the balance is below the threshold.
  - We suggest a reload amount (minimum) of \$25, when the balance is \$15.
- Time based Automatically adds funds on a card at the specific time requested (e.g., weekly, monthly).

SoGo will email confirmation each time a card is loaded.

Automatic Reload Rule Setu			
Your maximum allowable card balan load amount of CAD (1000.00), or w	ce is CAD (1000.00). If your scheduled relevant of the solution of the solutio	ad is below the minimum load among the maximum balance of (CAD 10	bunt of ( $CAD$ 25.00), or above the maximum 00.00), then the reload will be cancelled.
You may temporarily suspend this a	uto reload rule below or delete your card fro	om the My SoGo Cash Card tab.	
Card Number - 61820			
Frequency:	Whenever card balance is less tha $\checkmark$	CAD \$ 15.00	~
*Amount:	Load the exact amount of $~~$ $\checkmark$	\$25.00	~
Payment:	MasterCard:********4281 ¥		
Suspend :  Click to temporarily suspend this rel	oad rule.		



## Manual Reload

Manual Reload adds funds on your card whenever you access the site & initiate the reload.

- Enter credit card details (minimum reload \$25).
- Save your credit card information for future use.

SoGo will email confirmation each time a card is loaded.

ecify the amour	nt to load onto this card.		-			
Amount:	Load the exact amount of	✓ \$ 2	5.00	~		
Payment:	Enter New Card	~				
CardType:	AmeX	~	Update Billing Address	(select checkBox)		
			Address Line1:			
"Billing Name:			Address Line2:			
Card						
Description:			City:			
Card Number:			Province:		~	
	Spaces and dashes are not allow	ed, only num	bers			
Constant Condex	(LX.1234301090123430)		Code postal/ZIP:			
security Code:						
*Expiration:	February ¥ 2022 ¥					

\*Manually set up and add funds on your card

## Need Help?

Check our **FAQ section** for quick answers to common queries, or call us at **1-888-345-7646** directly for personalized assistance. We're committed to ensuring your experience with us is seamless and satisfactory.