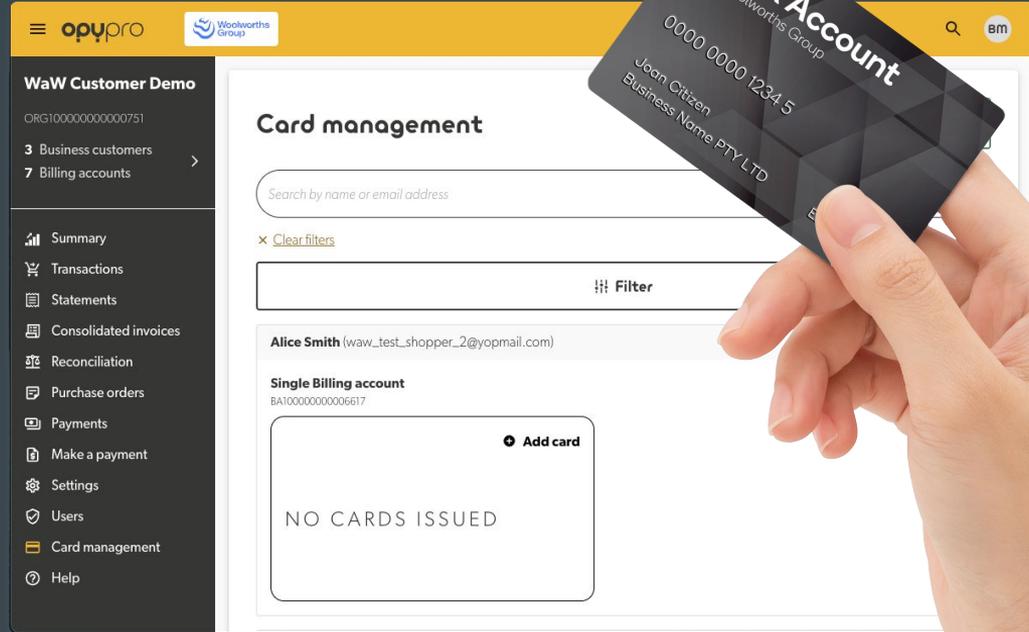


# How to issue a Work Account Card

March 2024



The screenshot shows the 'opypro' interface for 'Woolworths Group'. The left sidebar contains a navigation menu with the following items: Summary, Transactions, Statements, Consolidated invoices, Reconciliation, Purchase orders, Payments, Make a payment, Settings, Users, Card management, and Help. The main content area is titled 'Card management' and includes a search bar with the placeholder text 'Search by name or email address', a 'Clear filters' link, and a 'Filter' button. Below this, a user entry for 'Alice Smith (waw\_test\_shopper\_2@yopmail.com)' is shown with a 'Single Billing account' (BA100000000006617) and an 'Add card' button. A large box at the bottom of the card management area displays the text 'NO CARDS ISSUED'. A hand is holding a physical 'Work Account Card' in the foreground, which features the text 'Work Account By Woolworths Group', the card number '0000 0000 1234 5', and the cardholder's name 'Jean Citizen Business Name PTY LTD'.

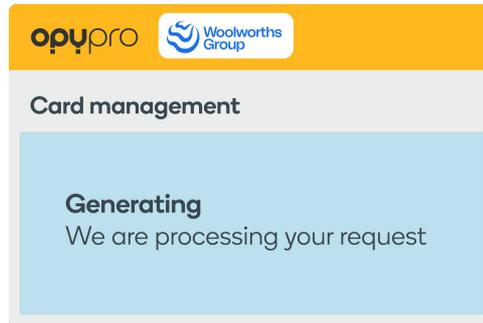
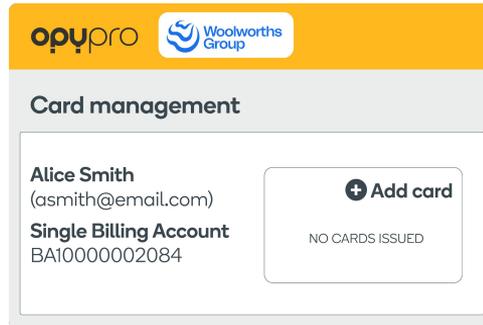
# How to issue a Work Account Card

## Issue a card

**Step 1:**  
Click **Card Management**

**Step 2:**  
Select the **shopper** and select **Add card**

**Step 3:**  
Press **Confirm** to complete the process



## Issue a replacement card

**Step 1:**  
Click **Card Management**

**Step 2:**  
Select the **shopper**

**Step 3:**  
Click on the symbol  on the relevant card

**Step 4:**  
Select **Issue new card**  
(ensure the existing card is deactivated)

**Step 5:**  
Press **Confirm** to complete the process

