

Activate your Salary Packaging Card

ONE	TWO	THREE	FOUR	FIVE
<p>Login with your username and password on the app or website.</p> <p>Go to 'Cards Tab' and select 'Card Activation' icon and follow the prompts.</p>	<p>Enter your activation code (found at the top of the letter attached to your card) and click 'Get One Time Passcode' (OTP).</p>	<p>Click 'Send Code' and input the unique 8-digit code sent to your registered mobile number or email.</p>	<p>Read and agree to the terms and conditions by ticking the checkbox.</p>	<p>Click 'Activate' - your Eziway Card is active and ready to use. Set a PIN by clicking 'Select PIN'.</p>

- You must activate your card online or via the App**
- You can change your PIN via the Eziway Website and/or the App**
- Your card will be cancelled immediately upon termination of employment or Salary Packaging account. Any remaining funds will be returned to Payroll to be taxed and returned to you**
- Transactions over \$200 require a PIN. In these cases, select the 'Credit' option**
- You can pay for eligible bills with the card using the 'Pay by credit card' option**
- Lost or stolen cards can be reported on the App**
- Funds will accumulate until expensed**
- Card funds should be expensed before the end of each FBT period (31 March) because legacy funds will be rolled over into the next FBT period and deducted from that year's annual cap**
- You must insert your card the first time you make a purchase. Select 'Credit' and enter your PIN regardless of the transaction value**

The following restrictions apply to card use in accordance with ATO guidelines:

- Cash withdrawals cannot be made from the card**
- Funds on the card cannot be transferred to other cards or bank accounts**
- BPAY payments are not supported**
- Recurring payments (Direct Debits) are not supported**



Download The Eziway App from our website, from the home screen select 'Cards Tab'



Disclaimers:

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