

## Activating your Berkeley Prepaid Virtual Visa

- Participants will receive an email to activate an account and another with the payment amount.



- Please click on the link within the email.

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- After clicking the link you will reach this screen.
- Please enter your **email address** in the first screen.
- On the next screen it will ask you to enter the identifier. The identifier is your **SONA username**. This is what you use to sign in to <http://berkeley.sona-systems.com>.



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- To complete the registration process enter the following information :
  - **Date of Birth**
  - **Gender**
  - **Address** (change your own address\*\*)

\*\* The address is defaulted to the XLAB and your virtual visa may not work if you do not change it.

- Next create a **password** and **security questions**.
  - If you forget your password and security questions you should contact Xlab staff.
- Please read “Card Holder Agreements” carefully.

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- Once you complete the registration you will see the following home screen which displays your card information.



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## Using the Berkeley Prepaid Virtual Visa

- From the online portal, you can find your card information to make purchases, view transaction history and make fund balance transfers directly to your bank account.
- To make transfers directly to your bank account you will need your bank name, account number and routing number.

Click on transfer tab



Click on Add New Transfer Method



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- Enter Bank Account information:



- Allow 1 to 3 business days for the transfer to take place.
- Virtual Card to Bank transfers are subject to a \$1.50 service fee.

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## Berkeley Prepaid card Support

- If you need help accessing your account or using your card, please contact Berkeley prepaid card support center.

Telephone:

1-855-304-8771 (North America)

1-604-424-9602 (Worldwide)

Email: Use contact us tab or [www.ucberkeleyprepaid.com](http://www.ucberkeleyprepaid.com)

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