



Greetings,

You are receiving this Global Cash Card because you are involved in an Internship/ Temporary Work Experience. Below are instructions how to use your Global Cash Card and access your pay stubs online.

Thank you and have a nice day,

Opportunities Inc. Payroll Department



How to Activate your Global Cash Card*!

Before you can use your card, you MUST activate it!

- 1) Have your card handy and think of a four digit Personal Identification Number (PIN)
- 2) Call Card Holder Services at 1-866-395-9200 or go to www.globalcashcard.com
- 3) Listen carefully to the automated options; you will be given a series of selections
- 4) Press the # key to activate
- 5) Press 3 to activate.
- 6) Enter the 16 digit number from your card
- 7) Enter the last four digits of your Social Security number
- 8) Enter the four digit PIN that you've created

***Remember! Your first card is your "starter card!" Once you've activated your account, you will receive a PERSONALIZED card with YOUR NAME on it in the mail! When this card is activated, the balance from the starter card will be transferred automatically to the personalized card. Keep your starter card in case you lose or misplace your personalized card!**

How to View your Payroll Information:

- 1) Go to www.dpsworks.com
- 2) Click on the Employee Portal icon.
- 3) Enter your **user name: First four letters of last name (first letter is upper case) and the last SIX digits of your Social Security # all one word, lower case.**
- 4) Enter your **temporary password: Temp123! (upper case T)**, you will then be prompted to change your password and update two security questions upon login. **Your new password must be at least 8 characters long featuring at least one special character, one capital letter and one number.**
Example: Packers123*
- 5) Once you change your password, you will be required to log back in with your user name and new password.
- 6) When you enter into the Employee Portal, you will see the paycheck icon. Click here to see options along the left hand side: Paychecks, Year to Date earnings, work history and W-2s.



Cash Advance:

- 1) Know your card balance and how much money you want to cash out
- 2) Go to your bank that you have an account at (they must have a cash advance machine), or go to any Premier Bank
- 3) Provide your Global Cash Card (you may be asked for additional identification)
- 4) Request a "Cash Advance" and provide the balance amount on the card

(Your first transaction in any pay period is without a fee)

Transfer Funds to your Checking or Savings Account:

- 1) Call 1-866-395-9200
- 2) Press 7 to speak to a Representative, who will walk you through the steps

Or

- 1) Go to your account on www.globalcashcard.com
- 2) Click "Transfer Funds"
- 3) Enter Account Information and Amount

(Your first transaction in any pay period is without a fee)

How to Deactivate your Global Cash Card!

Once your work experience or job has ended, and you no longer wish to use your Global Cash Card, you MUST deactivate it or be subject to inactivity fees!

- 1) Call 1-866-395-9200
- 2) Press 7 to speak with a Representative – you will need to validate your account by giving some personal information & the representative will deactivate your account

How to View your Balance:

- 1) Go to www.globalcashcard.com
- 2) Click on "New User?"
- 3) Under "Create New Account"
 - Do you have a card with us?
 - Click "Yes"
- 4) Enter the 16 digit number on your card
 - Follow the prompts to create your user account

Access your account anytime, wherever you are, whenever you need it!

Cardholders simply log on to www.globalcashcard.com from any smart phone or web-enabled device and will be automatically directed to a mobile friendly site that is tailored to the specific device.