

## Key Information on your Southwest UATP Card

- The card number is 15 digits long (not 16 like VI/MC)
- The Expiry Date is 12/22 - there is no CVV or Security Code
- You will receive a system-generated email containing the DataMine® URL, your User Name and a temporary password

## Logging into DataMine®

- Visit <https://datasuite.uatp.com>
- Enter User Name (your email address)
- If you did not receive your temporary password or have forgotten it, click Forgot Password - the system will prompt a password reset to log in



## Check Card Balance / Available Funds

- Select Account / Cards from top menu - then click on Authorization Info
- Ensure full 15-digit card number is entered before clicking Submit
- The real-time Card Balance and Available Funds will be displayed
- A negative will appear in front of the Card Balance because your card has a credit balance
- The Available Funds line will match the Card Balance (without the negative in front of the number)

## Run a Transactions Report

- Select Reports from top menu - then click on Transaction Search
- Enter data parameters specific to desired Report (click calendar icon for efficiency) - click Submit
- Scroll down for results; Export to Excel, CSV or PDF as needed
- All column headers are dynamic for sorting capability
- The DB/CR column will indicate if the transaction is a purchase or a refund

## Set Up Additional Users

- DataMine® is read-only; no data can be modified or removed
- Select Corporate Admin from top menu - then select New Corporate User
- Enter all information for New User (Name, Contact Details, Address)
- Permissions Page defaults to correct settings; proceed by clicking Next
- To grant access to your Southwest UATP Card, enter the full 15 digits under Single Card Set Up
- Click Allow, Add and then Next - a **success** message will appear on the screen which indicates a system generated email was sent to the New User with log in credentials

## Transaction Timing / Data to Appear in DataMine®

- Transactions will appear in DataMine® typically 36-72 hours after the purchase or refund
- The timing depends on the purchase method (e.g. Southwest Direct or GDS)

## Monthly Statements

- A Southwest cardholder statement will be emailed (PDF) to the main contact for each State of California UATP Card.
- The statement will generate after business hours on the 1st business day of the month
- The statement will be emailed in the morning on the 2nd business day of the month
- For real-time Account Balance / Available Funds details, please check DataMine®