District Cards Module

Requesting the module and adding a card administrator

Danske Bank

How can we help?

How do I add the Cards Module to my District Agreement?

Just ask your Account Manager. They'll get it added for you – for free!

You can use the module for both Mastercard corporate and debit cards.

Once the Cards module has been added to your District Agreement you can appoint a Card Administrator using Agreement Administration. Please refer to the steps on the following pages.

How do I add a Card Administrator?

Once the Cards Module is added to your agreement, you can appoint one or more Card Administrators. You can give each administrator different levels of approval, see below for details:

Approval Level	What the Administrator can do
Enquire only	**Only able to view:** • The list of cards • The details of each card • The list of transactions for each card • The list of card agreements • The details of each card agreement • The card account and invoicing statuses
Create	**Create requests to:** • Block a card • Reorder a card • Order a new PIN • Reorder a PIN • Update a card limit
Approve	• Verify any of the requests above • Update card limits Approve can either be given to someone on their own or two people jointly

The following screens will depend on whether you're appointing someone for the first time or giving permission to an existing user. Please note that the screens may vary from agreement to agreement.

How to amend an existing user to include Card Administration rights -
List of users
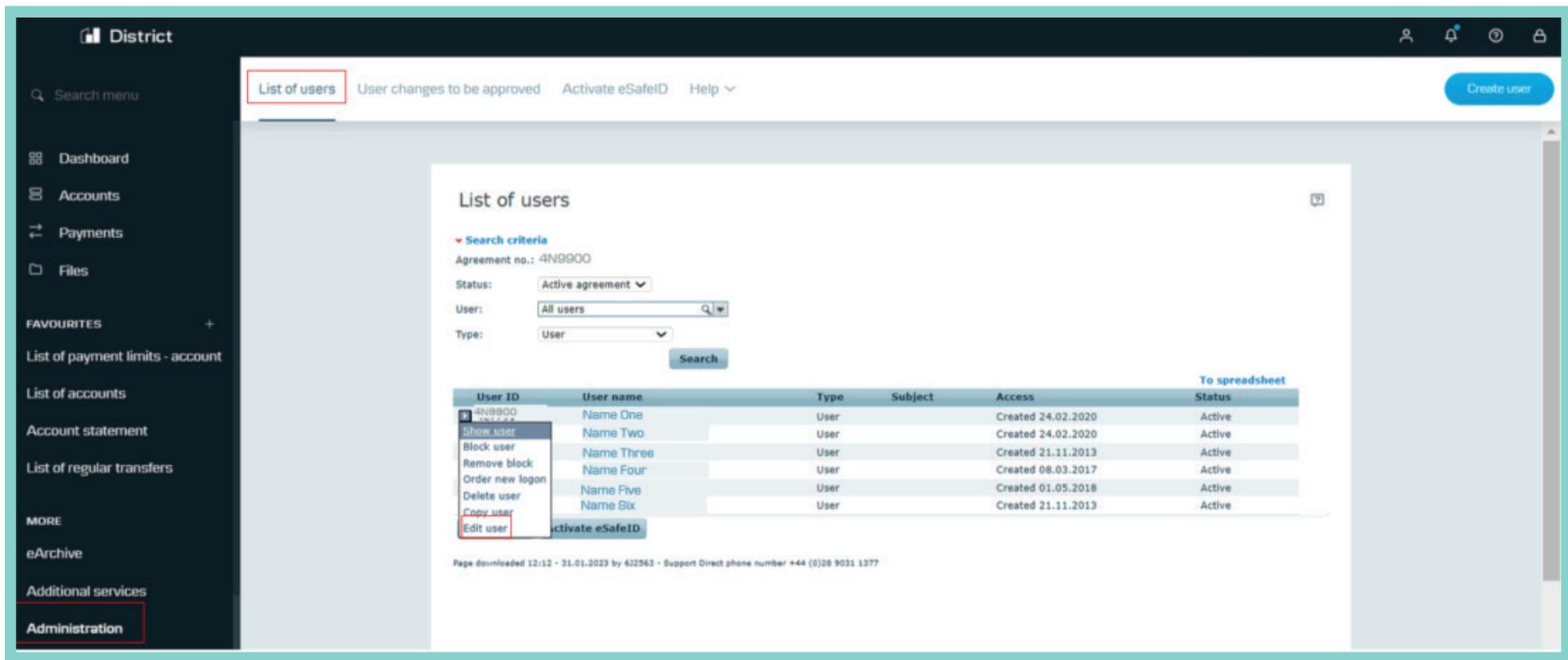
Click the arrow to the left of the user you want to amend. Select Edit user.

How to amend an existing user to include Card Administration rights -
Basic data

On this screen you can edit the user's basic data – for example, their mobile number.

How to amend an existing user to include Card Administration rights -
Allocation of modules


Select Cards from the box on the left and click Add.

How to amend an existing user to include Card Administration rights -
Allocation of modules
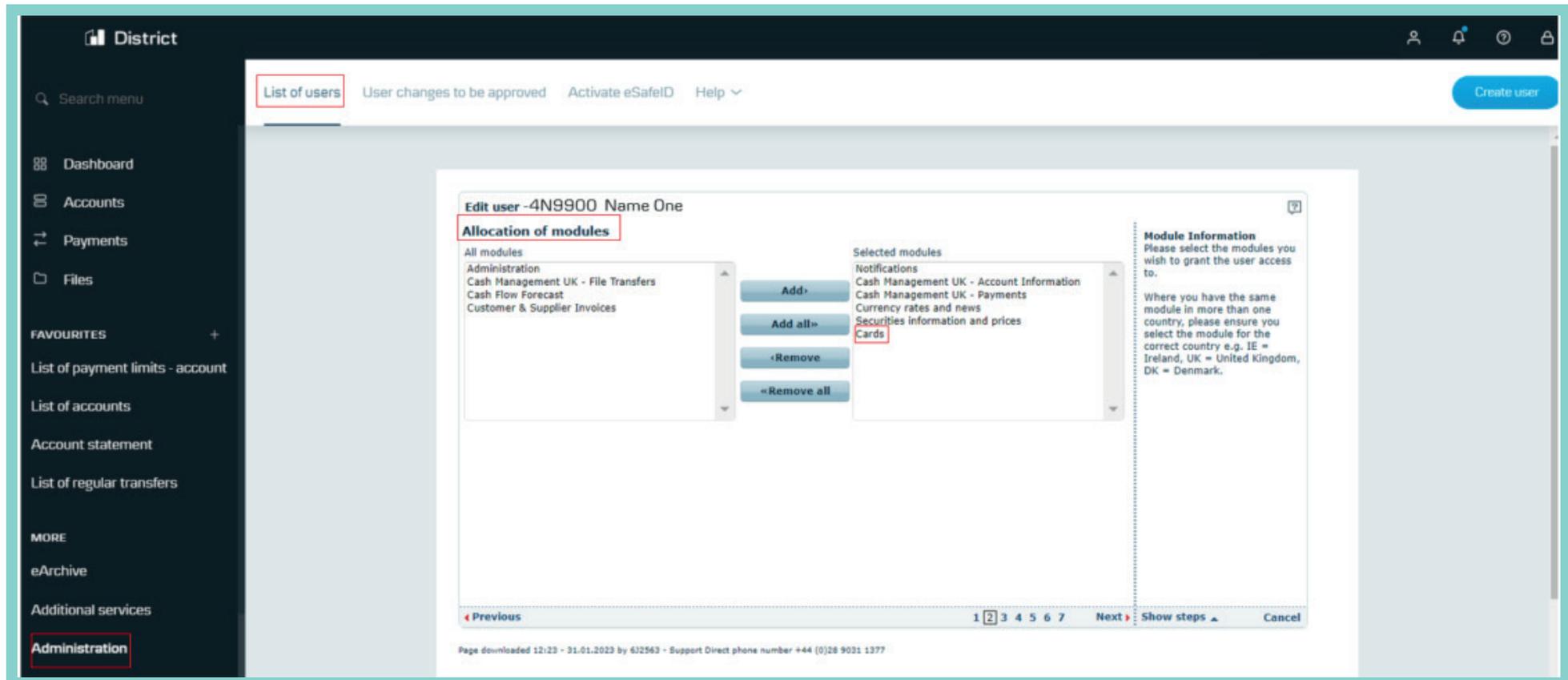

'Cards' now appears under Selected modules.
You can select multiple modules and click Add all, or you can move them back using either Remove or Remove all.

How to amend an existing user to include Card Administration rights -
Allocation of access to administration
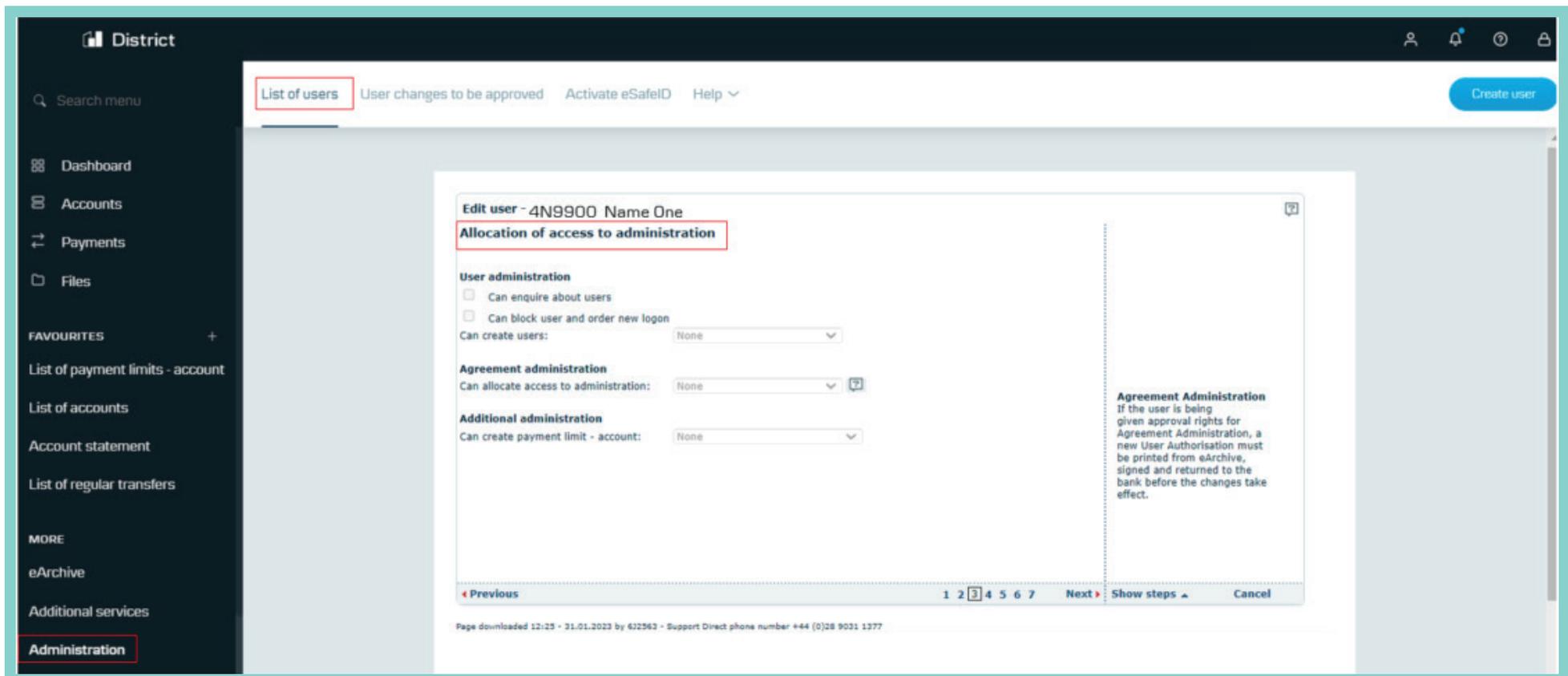
Screenshot for information only, there is nothing to amend in this screen for card administration rights.

How to amend an existing user to include Card Administration rights -
Allocate access to accounts
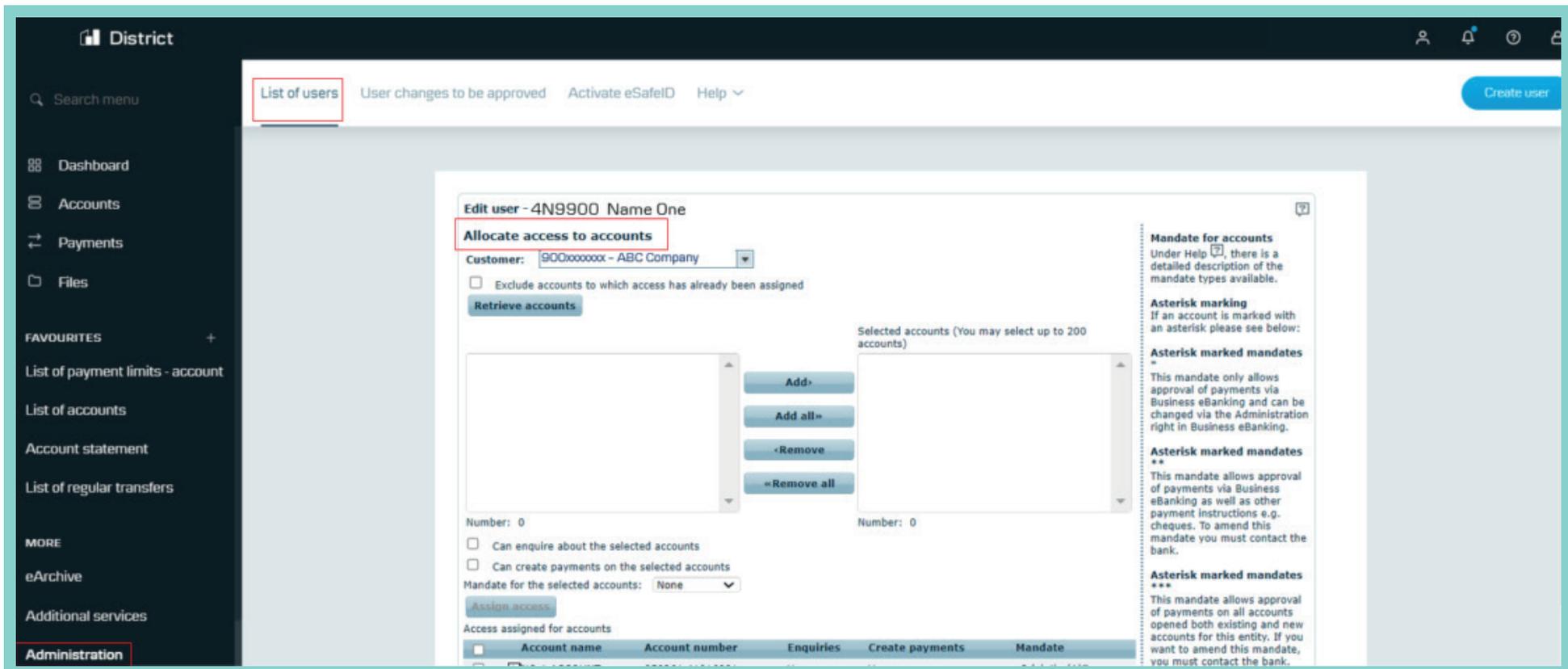
Screenshot for information only, there is nothing to amend in this screen for card administration rights.

How to amend an existing user to include Card Administration rights -
Allocate access for selected products and services

Select Cards from the dropdown beside Products and services and then click the Retrieve customers button to the right.

How to amend an existing user to include Card Administration rights -
Allocate access for selected products and services

The company customer number and name will appear in the Retrieve customers box.
Just click on the customer name and hit Add. You may have multiple customer numbers which you can add to the user.

How to amend an existing user to include Card Administration rights -
Allocate access for selected products and services

The customer will appear in the Selected customers box. Next, go to the 'Allocate access for selected customers' box and assign access for both Cards and the Card agreements under the 'Mandate' dropdown.
Click 'Assign access'.

How to amend an existing user to include Card Administration rights -
## Allocation of access to payments

Screenshot for information only, there is nothing to amend in this screen for card administration rights.

How to amend an existing user to include Card Administration rights -
Summary screen
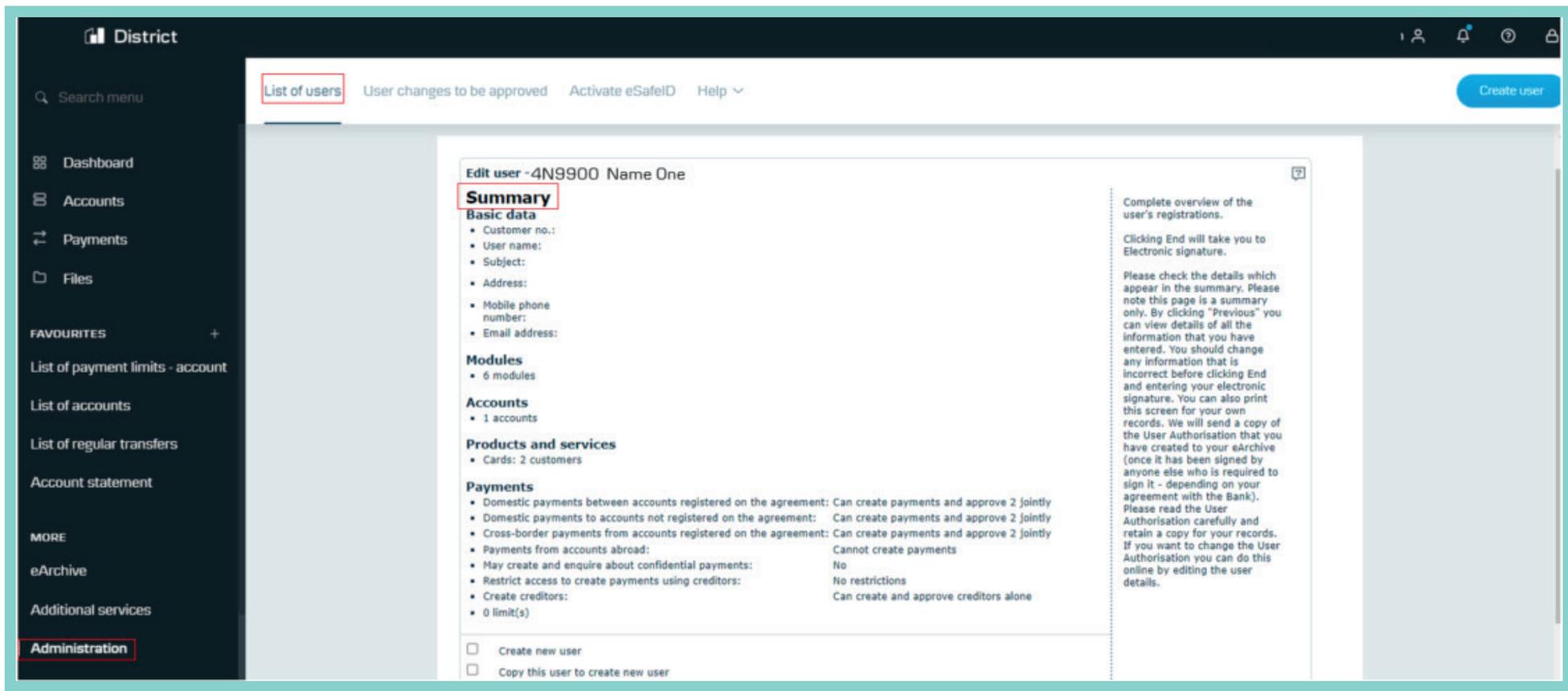
Check everything's correct, you can go back and amend if you need to.
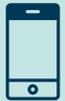
How to amend an existing user to include Card Administration rights -
Approval screen
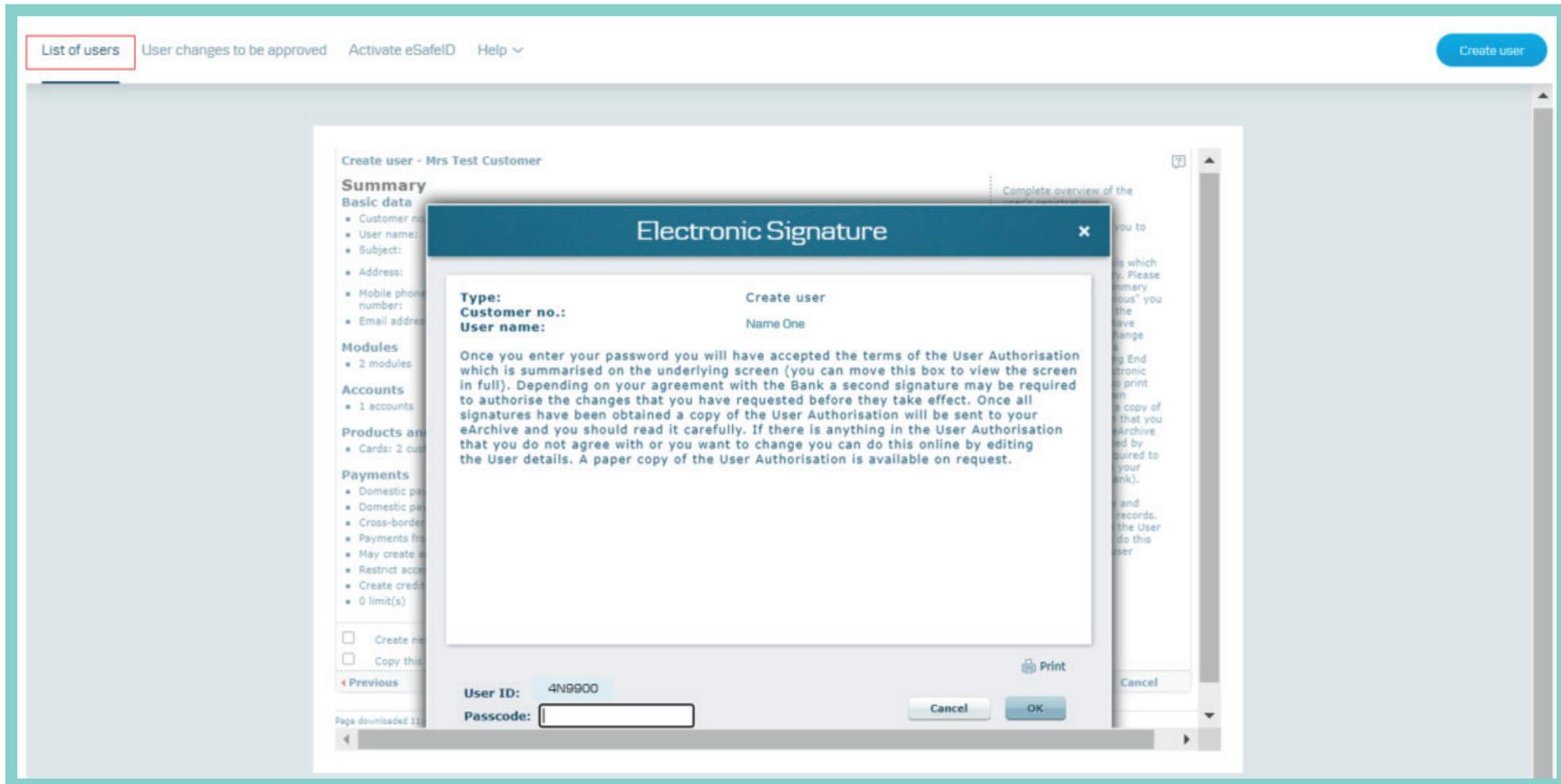
Enter your passcode to approve.

Customer support

If you have questions about using Administration on District or any other functionality within District, please contact us on

📱 **028 9031 1377**

Opening hours are

Monday to Thursday: 8am - 6pm
Friday: 8am - 5pm

We may record or monitor calls to confirm details of our conversations, and for verification and quality purposes. Lines are open at the time shown above, except for bank holidays or other holidays in Northern Ireland when the bank is not open for business.

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