

# Vircarda App What is Vircarda?

Vircarda is a comprehensive, highly secure virtual card app that stores and manages virtual cards on mobile devices in a digital wallet.

# How does Vircarda work?

When a virtual card is issued, a SMS message is sent to the individual advising them to download the Vircarda app along with their unique virtual card.

Vircarda is available for Android and iOS and is easy to download from the relevant app store, taking just seconds. The first time the app is launched, the individual is asked to enter their unique registration and PIN from their SMS message before being asked to register an email address and password to create their Vircada account. Completing this process will import their virtual card into the Vircarda wallet. The individual is then able to access and use their virtual card.

Vircarda can store multiple virtual cards in the virtual wallet. Once registered, cards can be:

- Transferred to another device owned by the individual.
- Presented to be read by Checarda, an app for card checking and verification, providing the individual with an instant notification of the reading.

If you have an existing virtual card on the Vircarda app, you will not receive a new SMS message each time a new card is issued. Instead, you will need to access your new registrations via the "Load a Card" function – see step 15.



#### Installing the app on iOS & Android:

1. Open the App/ Play Store and search for "Vircarda"



2. Select "Download/ Install"

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|-----------|-----------------|----------|---------|--|
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|           |                 |          |         |  |
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| Preview   |                 |          |         |  |

- 3. Once installed, open the app.
- 4. You will be prompted to sign in with the details received via SMS.



5. Click the link in the SMS message.



6. Once your virtual card has synced with the app, click continue. The Registration Code and PIN will autofill.

| < | REGISTER  | ••• |
|---|---|-----|
|   | 1 of 3 steps  |     |
|   | Let's get started   |     |
|   | You're probably here because you've received a registration code and PIN. |     |
|   | Enter the details below.  |     |
|   | Registration Code   |     |
|   |   |     |
|   | PIN   |     |
|   |   |     |
|   |   |     |

7. Click continue to view your virtual card, and click continue again.





8. You will need to confirm your email address, create a password and tick the terms and conditions box to continue.



9. This will now display your virtual card.





10. Read Card – this will bring up the QR Code.

This is a short life QR code meaning it will change every 30 seconds.



11. Core Data – this displays your virtual card details

| < .            | CARD DETAILS ····                    |  |  |
|----------------|--------------------------------------|--|--|
| CARD READ CARD | CORE DATA OTHER DATA                 |  |  |
| Issued To:     | S Candidate                          |  |  |
| Issued By:     | Energy & Utility Skills Limited      |  |  |
| Scheme Number: | r: 0000081                           |  |  |
| Expires End:   | 31 Jan 2023                          |  |  |
| Card Type:     | EUSkills - Demo - CSCS (Green)       |  |  |
| Issued Date:   | 28 Jan 2022                          |  |  |
| Serial Number: | 76633130000000164A4C908B8<br>40C54C3 |  |  |



## 12. Other Data - this shows your registrations



13. To update your password or email address, click on the 3 dots at the top right corner. You must be on the main Card tab for these options to show. Note – for Android users, Manage Account will show as an icon of a person.

| 1                                  | /IRCARDA ···         |  |
|------------------------------------|----------------------|--|
| CTIVE CARD                         | Load A Card          |  |
| FOR DE                             | Messages             |  |
| Sample Candidate                   | Manage Account       |  |
| 00000081<br>Card Expires: Jan 2023 | About                |  |
| 0008                               | (25)                 |  |
| Check registrations at w           | ww.eusr.co.uk        |  |
| READ CARD                          | CORE DATA OTHER DATA |  |



## 14. Here you will be able to update your account information

| Mobile Phone Number                                  | Change |
|--|--------|
| Email<br>elkessa monge®holmali souk                  | Change |
| Password<br>You can change your password at anytime. | Change |
| Vircarda Account Number<br>10128906                  |        |
| Memberships<br>View your scheme memberships          | >      |
| Delete My Account                                    | >      |

15. When you have been registered on a new EUSR scheme, you will need to update your Virtual Wallet by selecting 'Load a card' under the 3 dots.

|                                   | LOAD A CARD            | i           | < LOAD CARDS  |
|-----------------------------------|------------------------|-------------|---|
| lick on a button<br>(Demo) Energy | below to check for car | ds.<br>st + | And BOOR Prior Pr |
|                                   |                        |             | Report issue with ca  |
|                                   |                        |             |   |
| Enter New Reg                     | jistration Number      | +           | Load Card   |
|                                   |                        |             |   |



16. Your new card will then display on the home page.

