

## How to Purchase e-Cards from Tango Card

### General Information:

[Tango Card](#) is the approved vendor for purchasing e-cards for research study participants. Please review the [Procedure](#) for information on using e-cards.

Tango Card ("Tango") is an e-card distributor offering cards from several different vendors. UMB has also established a customized list of vendors for use when a limited vendor selection is preferred.

- Training and additional information are available from Tango here: <https://help.rewardsgenius.com/en/collections/2095326-on-demand-webcasts-and-how-to-videos>
- Note that a live demo is presented every Tuesday at 4:00 EST. This demo includes a 45-minute demo followed by 15 minutes for Q&A. Register here: <https://help.rewardsgenius.com/en/articles/2924855-sign-up-for-our-rewards-genius-webcast>

### How to Request Funds from the Office of the Controller – Disbursements:

In order for a department to receive e-gift cards through Tango, the department must create an account with Tango and submit a NONPO State check request made payable to Tango. Please allow up to four weeks after entering the NONPO State check request for the State to process the check request.

**Important:** An individual can only be assigned to one account. Therefore, multiple studies may be funded by one account. It is the individual's responsibility to maintain records by study and to reconcile the account in accordance with the reconciliation procedures defined in the [Procedure](#).

The following instructions explain the procedure to complete both processes:

1. Visit the following link to create a Tango account: [www.rewardsgenius.com](http://www.rewardsgenius.com)
2. Click on the link at the top of the page that reads “SIGN UP”



REWARDS  
GENIUS®  
by Tango Card®

Product ▾ Rewards ▾ Resources ▾ Customer Support | Sign In

DEMO

SIGN UP



3. Fill in the following information:
  - a. Company Name: University of Maryland, Baltimore
  - b. Your name (Departmental contact that will order the gift cards and disperse them)

- c. Work email address (must be a umaryland.edu email address)
  - d. Do not select any options for the question on integrations. Leave blank.
  - e. Read the Terms of Service and Privacy Policy and check the acknowledgement box
  - f. Click Submit
4. An account is created within one business day and the requestor will receive a welcome email with information on how Tango works and contact information for the UMB representative.
5. After the account is created, retrieve the account number by clicking the "Accounts and Users" tab from the drop down menu in the upper right hand corner. Click the group name and then click the three dots to the right of the green "add funds" button to retrieve the department account number for the invoice. Request an invoice from Tango for the amount that will be submitted for the NONPO State request (e.g. if paying 10 participants with a \$10 gift card each, request an invoice in the amount of \$100.00). To request this invoice, email the Tango Finance team at [funding@tangocard.com](mailto:funding@tangocard.com). Include the following in the email:
  - Invoice amount being requested
  - Department's account number
  - Contact information in case there are any questions
6. After receiving the invoice from Tango, create a NONPO State payment request in Quantum with the following information:
  - **Supplier**-Tango Card Inc, supplier# 0000035227.
  - **Payment method**- State Payment
  - **Pay group**-STATE PAYMENT
  - **Invoice number**-Invoice number from the Tango invoice
  - **Amount**-Amount of the Tango invoice
  - **Description**-Must include the department account number to ensure Tango credits the appropriate account (this will print out on the check)
  - **All other fields required for a NONPO payment request**
7. After completing the NONPO payment request, submit the invoice header page, the Tango invoice, and all other supporting documentation required (see the [Procedure](#)) for study participant payments to the following email address via [Acellion](#): [fs-workingfund@umaryland.edu](mailto:fs-workingfund@umaryland.edu)
8. **Invoices received via any other email address will not be processed.**

9. After Tango receives the payment, the funds will be credited to the Tango account on the invoice and the department can buy e-cards.
  
10. The department can select the standard Reward Link or the UMB Reward Link. The standard Reward Link allows the recipient to select any gift card in the Tango catalog. The UMB Reward Link limits the gift cards to the following vendors:
  - a. Amazon
  - b. Safeway
  - c. Starbucks
  - d. Target
  - e. Uber
  - f. Visa
  - g. Walmart
  
11. Questions? Contact Lynell Griffin at [LynellGriffin@umaryland.edu](mailto:LynellGriffin@umaryland.edu)