How to load your PEX account

Steps to request a new pex account and reload funds.

⚠️ Please note that refill requests will not be fulfilled if your spending activity from the prior month is not submitted for reconciliation by the 15th of the current month.

For instructions to reconcile your prior month PEX statement using our new system: [www.cultureworksphila.org/sites/default/files/C...](http://www.cultureworksphila.org/sites/default/files/C...)

1. Navigate to [www.intacct.com/ia/acct/login.phtml](http://www.intacct.com/ia/acct/login.phtml)

2. After entering your account credentials, click "Log in".

   ![Login page](image-url)
3. Click "Applications"

4. Click "Purchasing"
5. Click "Submit Invoice"

6. Click "Add"
Begin by typing "Pex" in the Vendor field, then click "V10001790--Pex Card Load".

In the Expiration date field, click the calendar icon.
In the calendar, click on the desired date as your due date. Please note: Standard card loads take 4 business days to complete, requests under 4 business days are considered expedited (rush) requests.

Rush requests are $50 per transaction, so to avoid the charge please plan ahead for your card load budget.
For expedited card loads (3 business days or less) please check the "Pay ASAP" box, then click the down carrot "v" to view the our charge disclaimer.

Click "If Pay ASAP is checked, I agree to charges associated." to proceed with your expedited request. (For standard requests, you can skip steps 10 and 11).
12. Click the "Item ID" field and type "PEX" to bring up your card load options.

For a new card Click "10261--PEX - New Card Order" and for a refill, click "10265--PEX - Refill Card"
14 Click the "Price" field to enter the amount you want to load into your prepaid card.

15 Go up to the Attachment field and click the down carrot "v"
Click "Add"
When the Attachments window pops up you can either click "Browse" to open a file browser window or you can drag and drop your pex request form directly into the attachment window.

Use the initial card form to request a new card: www.cultureworksphila.org/sites/default/files/C...

Use the refill card form to add funds to your existing account: www.cultureworksphila.org/sites/default/files/C...
Once you have uploaded your pex card form Click "Save"

Click "Submit" to send your request off for approval.

If you are a project admin, your request will go to the project director. If you are the project director, then your request will go to finance for review and fulfillment.
Please always include the amount, date, and intended use when requesting funds for a new or existing pex account. Since the funds are prepaid, your intended use is vital to our review and approval process.

If you have any questions or concerns about these instructions and requirements please reach out to Johnny Gerant at jgerant@cultureworkspilaa.org