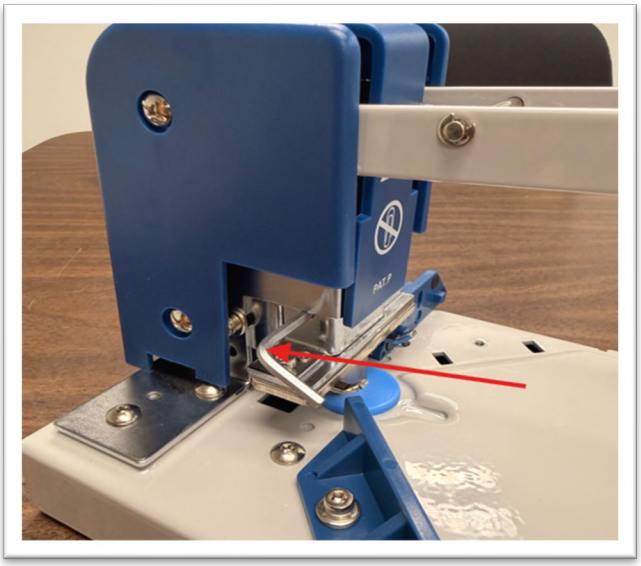
Card Notching – Job Aid

The card-notching device is used to create a notch in an EMV Electronic Benefit Transfer (EBT) card, allowing the card to be identified by touch.

Step 1 - Push down slightly on the handle and pull out the pin holding the device in the closed position.



Step 2

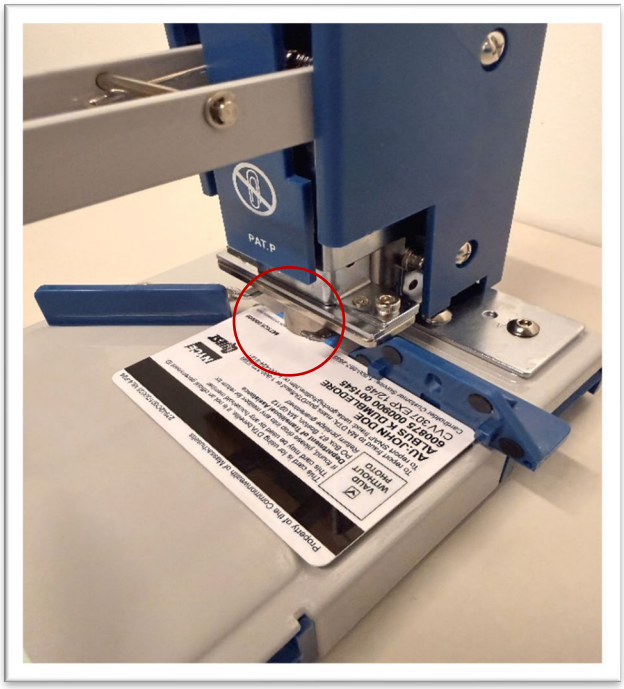


- Slide the card into the slot under the cutting head with the mag stripe facing up as shown below.
- Push the card forward until it rests against the alignment guides.

Card Notching – Job Aid

Step 3

- Hold card in place against the alignment guides and press the handle down firmly until the blade notches the card.



Step 4

- Remove card and ensure notch is clean and in the correct location.



