

Texas Department of Criminal Justice

**Instructions for Deactivation of ID Card
For Commissary Purchases**

1. Sign on to the Employee Commissary Fund System, ID Card Processing, on the TDCJ Mainframe, by typing EC05 at a blank screen and pressing Enter. The Option screen should display.
2. Type an 8 for “Employee Commissary Inquiry” in the “Enter Option” field.
3. Press the Enter key to display the Employee Commissary Inquiry screen.
4. Type the Social Security Number of the employee whose ID card is being deactivated in the “Enter Next Social Security Number” field.
5. Press the Enter key to display the employee’s information.
6. Position the cursor under the word “Active” in the top left corner of the screen. (This is the Status field.)
7. Type “Disable” over the word “Active” to disable the ID card. Press the Tab key and enter your Social Security Number.
8. Press the Enter key.
9. The following message displays: “Status Has Been Changed”