MANAGING THE COMPANY'S COMMERCIAL CREDIT CARD PROGRAM

Program Administrator User Guide

Welcome to the Credit Card Portal.
This guide is designed to help you with the Administrator registration process and provide key information concerning the features available for servicing both company and employee accounts.

Contents:

ACTIVATING NEW CARD PORTAL CREDENTIALS

To access the card portal and activate new program administrator credentials:

STEP 1 – Welcome email
Click on (or copy and paste) the Registration Link contained within the Program Administrator (PA) welcome email to begin the registration process. A sample registration email is provided below:

Note: The email will include the website address and company information applicable to the PA user. The email below includes mocked up information for informational purposes.

Dear Program Administrator,

The application for your company, United Fixtures Co, Inc, has recently been approved and you have been identified as the Program Administrator. Registering as a Program Administrator will provide you with an array of features to help you service your Company and employee accounts. Our site is available 7 days a week, and 365 days a year and is only a click away for you to begin the registration process.

To register as a Program Administrator, please access our website
https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbankofmissouri.uat1.mydexcard.com%2Fpa%23p%3Dpa%2FRegistration&data=04%7C01%7Cmkavanaugh%40corservsolutions.com%7Cd93b126d397244f8b16f08d97d04dbcb%7C89156daf2e3b44b79a88def87ff733f5%7C1%7C0%7C637678282081081065%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=NxYuoGHPv%2BhReow%2FNRuEhDDYoPfIpppltmatcDy67os%3D&reserved=0
As part of the registration process you will be asked to provide personal information that can be used to authenticate you, including the unique User Name and Company ID listed below:

User Name: pausermike2

Company ID: JHDPERJO

For your protection, you will also need to provide identifying information to complete registration.

To view more details about Program Administrator servicing click here
https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbankofmissouri.uat1.mydexcard.com%2Fpolicy%2Fdownload%3Ffile%3Dpa_guide&data=04%7C01%7Cmkavanaugh%40corservsolutions.com%7Cd93b126d397244f8b16f08d97d04dbcb%7C89156daf2e3b44b79a88def87ff733f5%7C1%7C0%7C637678282081091061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cp3AIkWM3GvVo6qfLqNPPtCgqCHslCPQ6ESGEWKZLFg%3D&reserved=0

Thank you for trusting us with your credit relationship. Please let us know if you have any questions. You can contact our card services team at **1.833.433.9227**

To make sure you receive future emails, please add noreply@MyDexCard.com to your safe senders list.
To protect your privacy, messages from Bank of Missouri will never ask you for any information through email that would uniquely identify you.

Thank you for your business.

STEP 2
Please complete the required fields with the Program Administrator information:

    a) Company ID (this can be found within the Program Administrator welcome email)
    b) Social Security Number
    c) Billing Zip Code
    d) Username (this can be found within the Program Administrator welcome email)
    e) Click "Next" to continue the registration process

Program Administrator Registration

Company ID	[ ] 🔲 ❓
SSN	[ ] ❓
Billing Zip Code	[ ]
User Name	[ ]

Next

STEP 2 (continued)

    f)   Date of Birth

    g) Company's Taxpayer Identification Number (TIN)

    h) New Password/Confirm Password
-   *Must be 8 - 25 characters with no spaces*
-   *Must contain at least one number*
-   *Must contain a mixture of upper and lower case letters*
-   *Must contain at least one special character*
-   *Must not contain the Username or email address*

    i)   Enter an Email address (same email address used to receive the Program Administrator welcome email)

    j)   Agree to the terms

    k) Click "Next"

Program Administrator & Company Verification

DOB	[Month ▼] [Day ▼] [Year ▼]
TIN	[ ] ❓

Password

New Password	[ ] 👁 ❓
Confirm Password	[ ] 👁

Email

Email	[ ]

Website Terms and Conditions 🖨

> **Cardmember Online Access Terms and Conditions**
> **(Updated 6-1-2021)**
>
> Please read these Cardmember Online Access Terms and Conditions (the "Agreement") carefully. This Agreement is between you, The Bank of Missouri, its agents and third-party service providers and governs the use of the Dex online payment platform. By using the website associated with this Agreement. you agree to the terms and conditions listed in this document. Do not access or use any of our services unless you agree to this Agreement in its entirety.
>
> **Definitions**

◯ YES, I have read the Terms and Conditions in their entirety and agree to the website terms of use.

◯ No, I do not agree to the website terms of use.

STEP 2 (continued)

Pressing "Next" will return messaging to indicate registration is completed and successful.
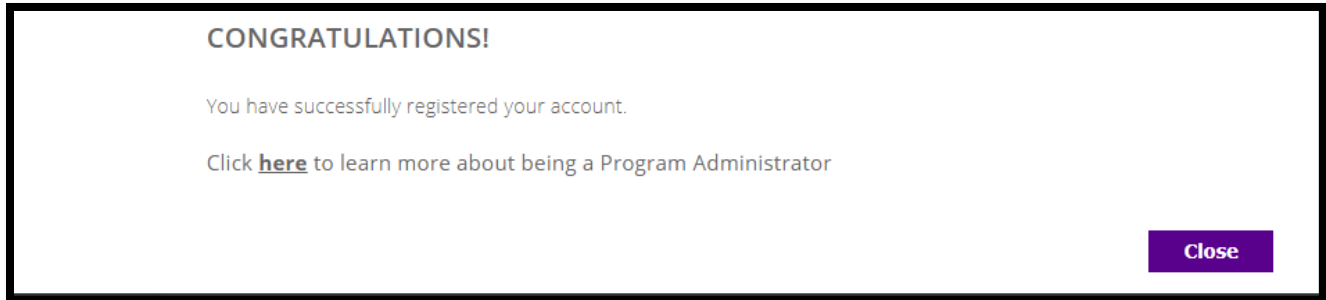
Select the "**Close**" button to be redirected to the company's landing page.

REQUESTING USERNAME

If the Program Administrator Username is forgotten:
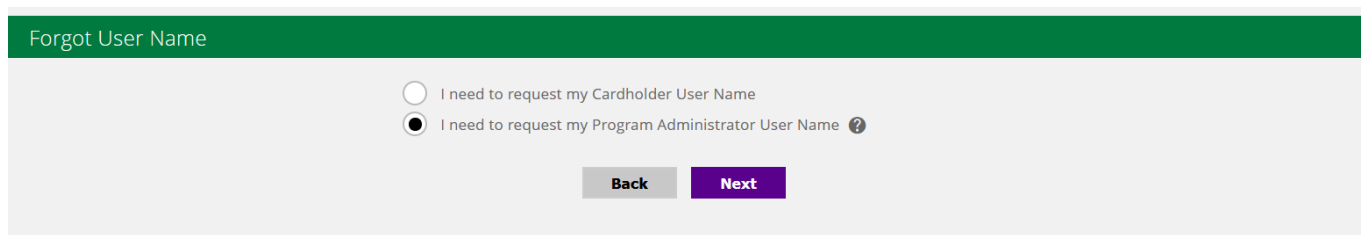
STEP 1
From the card portal sign in page, select the "Forgot **Username**" link
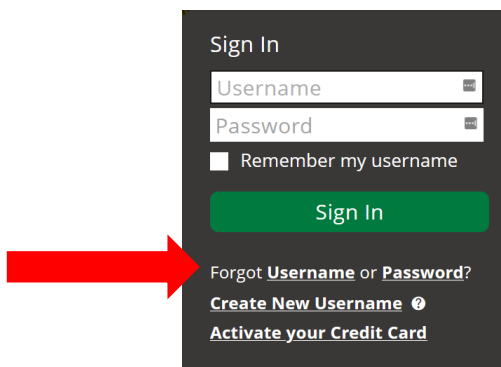
STEP 2
Click the "**I need to request my Program Administrator User Name**" radio button then click "**Next**".

STEP 3

Provide data for the Program Administrator in the following required fields then press "**Next**".

a) Name
b) Date of Birth
c) Social Security Number
d) Billing Zip Code

STEP 4

Select a preferred method (Text or Email) to receive a 6-digit verification code. The phone number and/or email address available for the verification code were defined during the initial Program Administrator setup. T*o change this phone number, access the Program Administration feature.* Click the "**Next**" button.

STEP 5

To resend the code, or change the sending method, click the "**Resend Verification Code**" button*.*

Clicking the "**Next**" button will return messaging containing the Program Administrator User Name.

CONGRATULATIONS!

You have successfully completed the verification process.

Your Program Administrator User Name is: **pauserjoesmith**
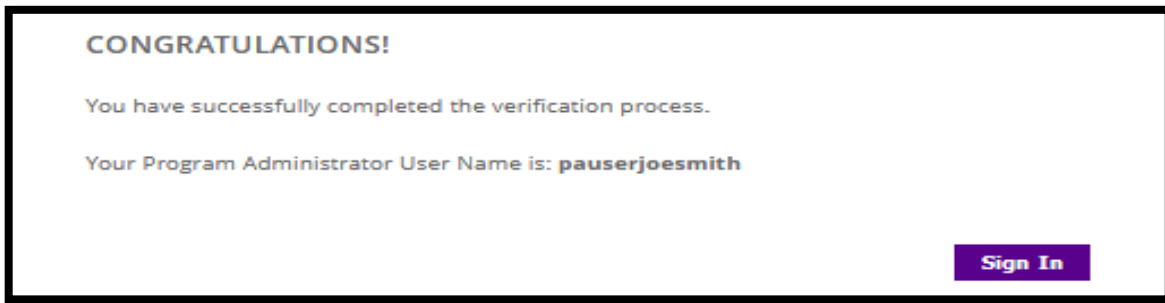
Sign In

Select the "**Sign In**" button to be redirected to the sign in page. Input a Username and Password to access the company and sign into the card portal.

PASSWORD RESET

STEP 1
From the card portal sign in page, select the "Forgot **Password**" link.

STEP 2
Provide the required Program Administrator data and then press "**Next**".
   a. User Name
   b. Date of Birth
   c. Social Security Number (*use a 9-digit number*)
   d. Billing Zip Code

STEP 3

Select a preferred method (Text or Email) to receive a 6-digit verification code. The phone number and/or email address available for the verification code were defined during the initial Program Administrator setup. Click the "**Next**" button.

STEP 4

To resend the code, or change the sending method, click the "**Resend Verification Code**" button.

STEP 5

Input the new Password, confirm the password and click "**Change Password**" button.

- *Must be 8 - 25 characters with no spaces*
- *Must contain at least one number*
- *Must contain a mixture of both upper and lower case letters*
- *Must contain at least one special character*
- *Must not contain the Username or email address*

The system will redirect to the landing page. Input the Username and new Password to access the company and sign into the card portal.

SIGNING INTO THE PORTAL

Access the card portal and view program information for both the company and all cards:
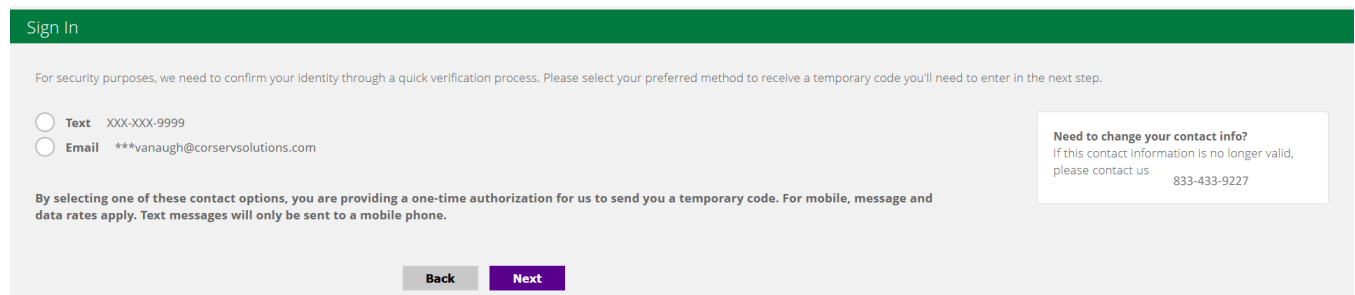
STEP 1
Enter Username and Password and click on the "**Sign In**" button.

STEP 2
The system also uses two factor authentication and will recognize the device used to log in. A prompt will appear to indicate a preference for receiving a 6-digit verification code. Click the "**Next**" button.

STEP 3

Input the **Verification Code** received via text or email then click the "**Next**" button.
Note: *To resend the code, or change the sending method, click the "**Resend Verification Code**" button.*

Please input the verification code that was just sent to you.

Verification Code   369480

Cancel   **Next**   **Resend Verification Code**

Click the "**Next**" button to receive a "**Do you want this device to be remembered"** notification, then click the "**Yes**" button. The system will present the **My Company** home page.
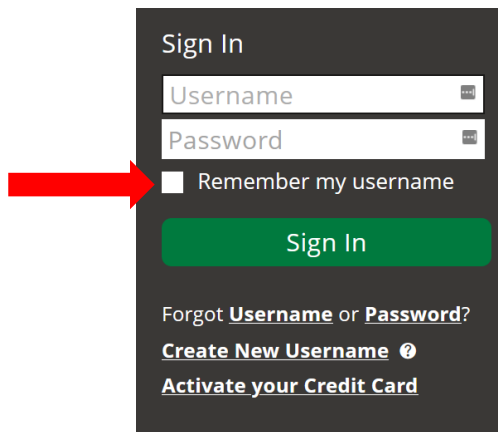
Do you want this device to be remembered?

By selecting this option, you are indicating this is a computer that you regularly use to access this site. By selecting this option, you will be able to skip the Sign In verification step the next time you log in from this computer. Once you have selected this option you are not required to check the Remember Me box upon subsequent log in, unless you are using a different computer. Please do not select this option if you are using a public computer.

No   Yes

NOTE: To have the website remember a username for future sign in, check the "**Remember my username**" box. The username will be pre-filled going forward.

Sign In

Username

Password

☐ Remember my username

Sign In

Forgot **Username** or **Password**?

Create New Username ❓

Activate your Credit Card

NAVIGATING THE CARD PORTAL

Once signed in as a Program Administrator (PA), the user has access to an array of servicing features. In this section, the user guide will cover details for feature. The company features presented on the **My Company** landing page are determined by the financial institution's configuration of the company's card program, card product and Program Administrator role.
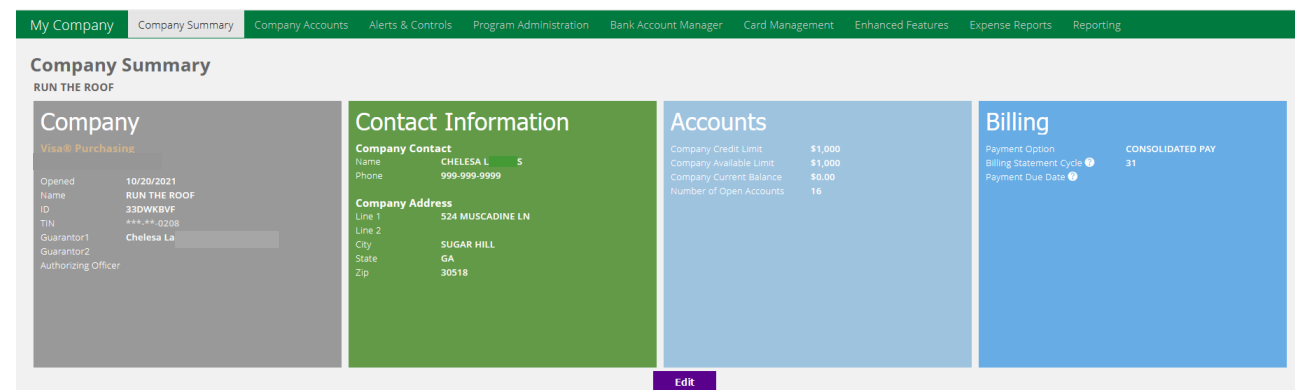
COMPANY SUMMARY

From the **My Company** landing page, click **Company Summary** from the panel header or the tile. PA user can view and edit basic information about the company.

Additional Information: Some of the features shown in the illustration below may not be available on all products.
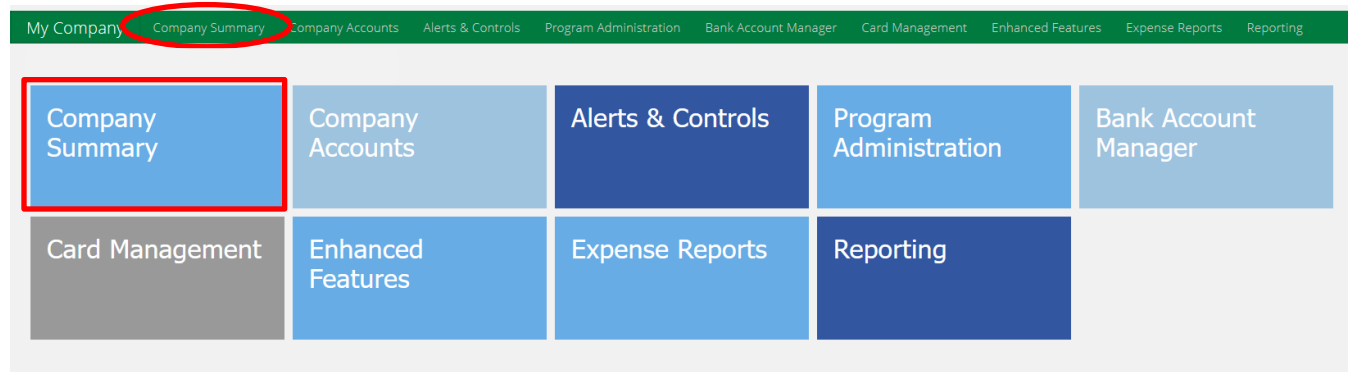
The Company, Accounts and Billing tiles are view only. To make changes to company contact data, click the "**Edit**" button located at the bottom of this page.

Once you have made the desired changes, click the "**Save**" button.

COMPANY ACCOUNTS

From **Company Accounts**, a Program Administrator can view all the credit cards associated with company's card program. A Program Administrator can add new cards, close cards, and edit existing cards. Click on the "**Company Accounts**" tile or header panel.
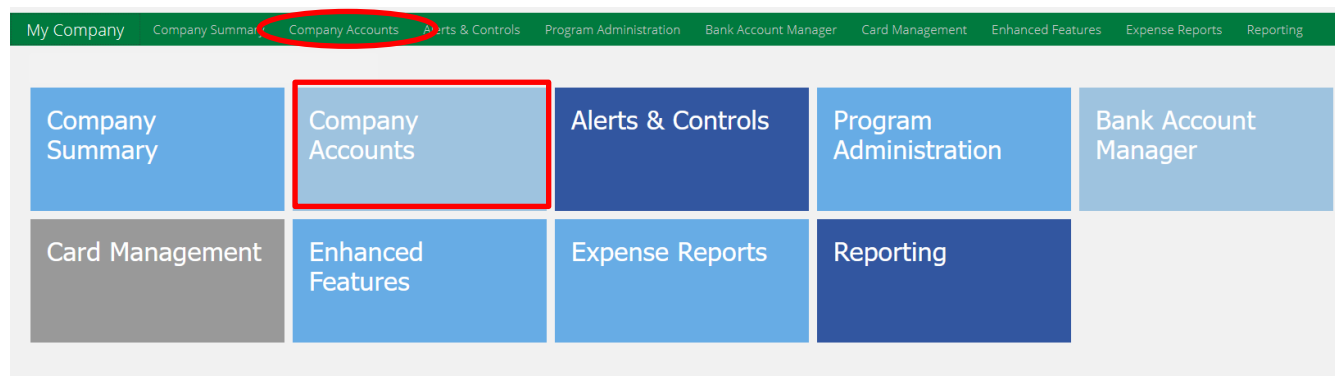
The **Company Accounts** feature lists all cards and account types associated with the company's program including sub accounts, ghost sub accounts, company's control account and individual accounts. The Account Types displayed here depend upon the company's card product and enabled features. The **Search** window (top right of screen) is used to find a specific card account, account type, credit limit, etc. Selecting the two icons on the top left-side, allows the PA to change their list preference. Clicking on the **+** icon, allows the PA to add a new card or account type.

Click on a line item on the **Company Accounts** list to drill down into the details and services for a specific card.

Company Accounts
RUN THE ROOF

Account Ending	Account Type	Guarantor	Name	Balance	Credit Limit	Available Limit	Status	Exp Date
4952	CONTROL	N	ACCOUNTS PAYABLE	$0.00	$500	$500	OPEN	10/2025
2127	GHOST SUB	N	VERIZON WIRELESS	$0.00	$200	$200	OPEN	03/2027
8253	GHOST SUB	N	DAYTONA UTILITIES	$0.00	$10	$10	CLOSED	11/2024
4983	GHOST SUB	N	BILLYS TOWING	$0.00	$900	$900	OPEN	11/2025
6313	SUB	Y	DANIEL LAMARCHE	$0.00	$500	$500	OPEN	10/2025
8168	SUB	N	MICHAEL J KAVANAUGH	$0.00	$350	$350	OPEN	11/2025
5985	SUB	N	CHELESA LARKINS	$0.00	$1	$1	CLOSED	01/2026
2613	VIRTUAL SUB	N	VENDOR PAYMENTS	$0.00	$100	$100	OPEN	10/2025

The cardholder name and last 4 digits of card number being reviewed will show in the far upper right-hand corner of the banner. The account's landing page allows a PA to view details contained in the card record. This page also displays the card's summary data in the side panel. Card details are accessed by clicking any of the tiles displayed: **Profile, Transactions, Statements, Features** and **Expense Reports** (if enabled).

Additional information: When a cardholder signs into the card portal, the cardholder is presented the same landing page displayed below.

Click on the **Profile** tile.
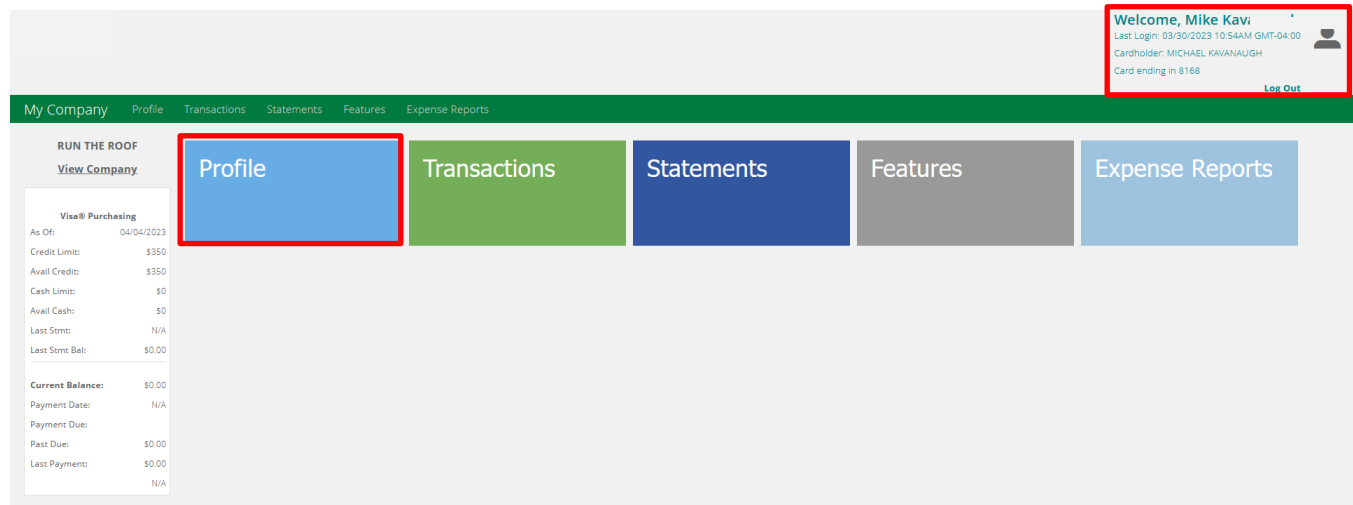
PROFILE:

A Program Administrator Admin-Manager can view the details of any card in the program by using the Company Accounts feature. To make changes to the account **Profile** currently being viewed, click the **Edit** button at the bottom of the page. **Personal** data cannot be changed via the card portal however, **Account, Address** and **Contacts** data can be edited as needed. Remember to click the **Save** button.

Under the cardholder **Account** tile, a PA may **CLOSE** the account temporarily and change the **Credit Limit**, both in real-time. Click the **Save** button after editing the data.

Additional Information: Always include a **Home Phone** number to activate 2-way fraud text alerts.
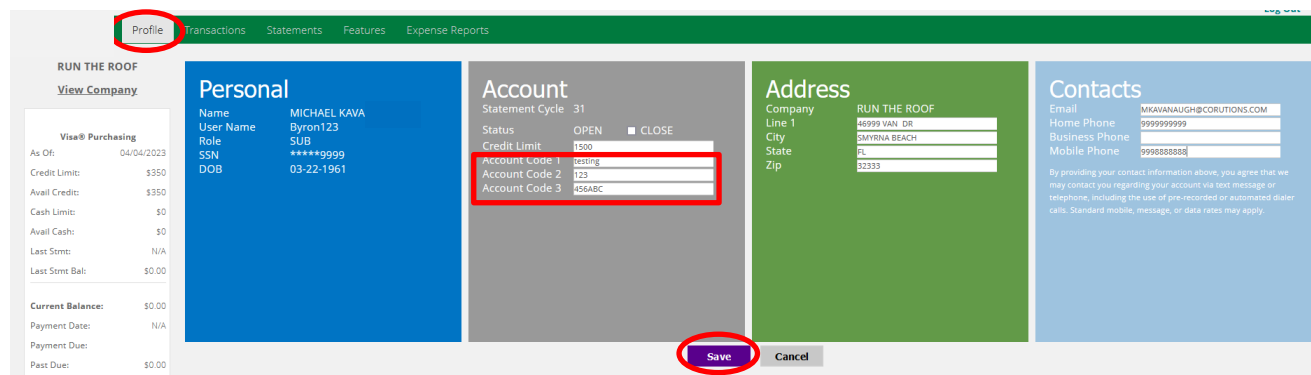
Additional Information: When reviewing a Purchasing Card or Fleet Card, the Account tile will display 3 Account Code fields which can house company-defined employee data such as cost center #, department name and employee ID. These data fields are available for inclusion in the transaction and account management reports.

TRANSACTIONS:

To view transactions for an account, click "**Transactions**" in the header or click on the **Transactions** tile.

The system presents a date range drop down menu with several options. Select an option and the screen will display the transaction results.
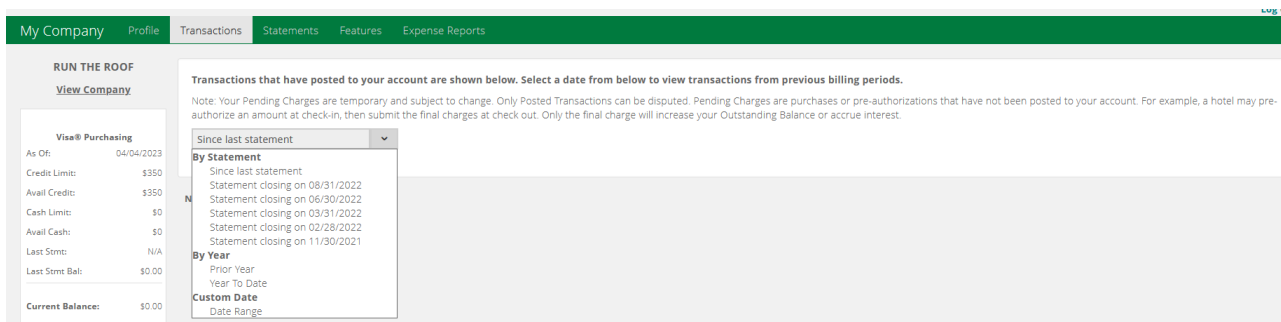
After the transactions are displayed, the system allows both print and download options.
By clicking on the + icon, additional details can be displayed for a transaction. Up to 100 transactions and authorizations can be displayed on the page. The page setting can be adjusted.
The **search** feature allows for quick access to a specific transaction. Search on merchant name, dollar amount, date or status to narrow down and view specific transaction data on the screen. Clear the **search** field to return to the full transaction list.
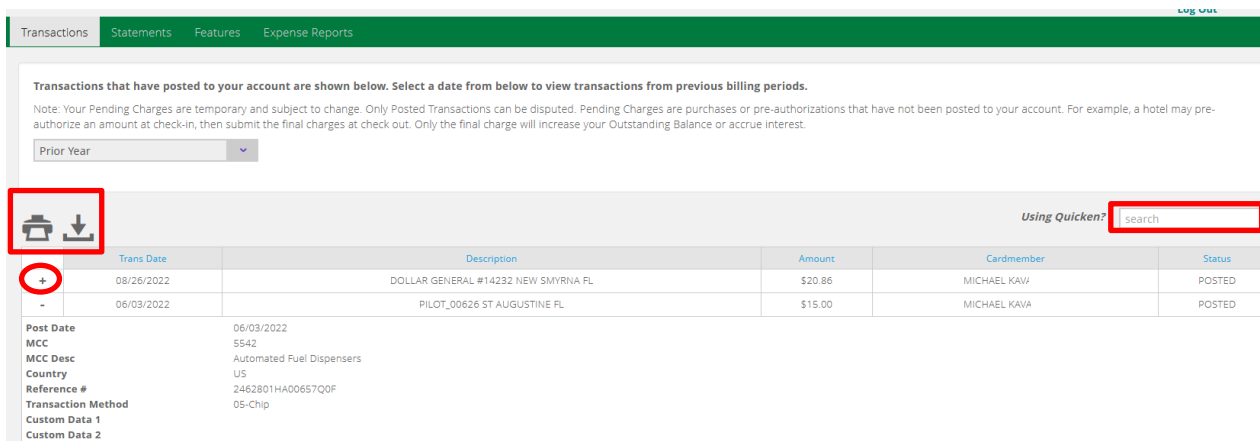
Select the download option by clicking the icon. The system displays a choice of formats. Quicken users can mouse over the link, **Using Quicken?**, to retrieve important information pertaining to integrating transaction data.
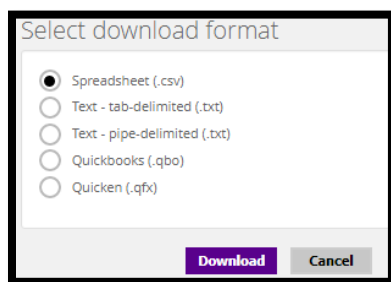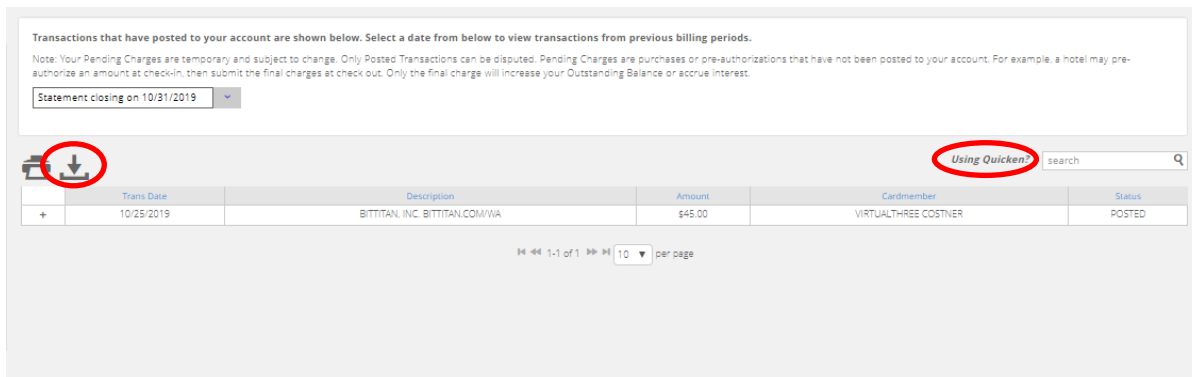
STATEMENTS:

To access the PDF images of the statements for a specific account click the **Statements** header or tile.
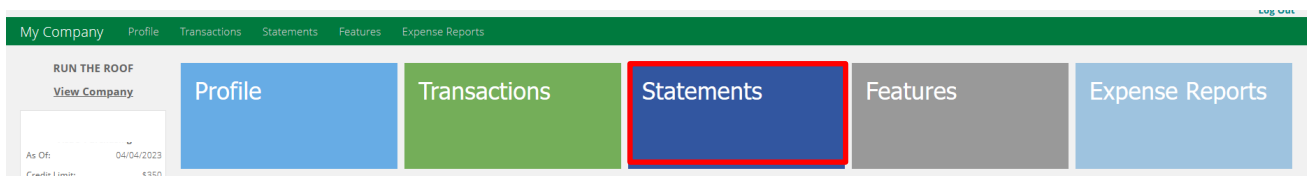
The system will populate all recent statements for the calendar year. Click on the PDF icon to view and download the official statement. All statements from the current year are displayed. Access previous year statements by changing the **For time period** setting in the upper right corner.
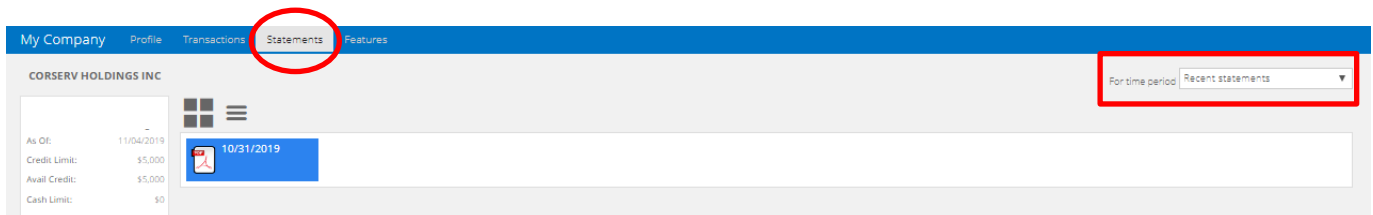
FEATURES:

Click on the **Features** header or tile to access the Alerts & Controls feature.
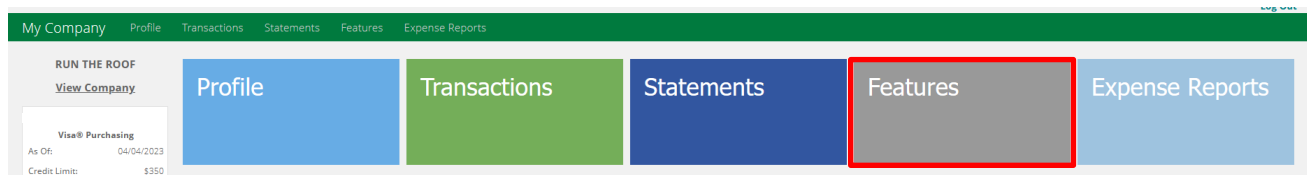
The system allows account level **Alerts & Controls** to be setup on the card displayed. (Company level Alerts & Controls are covered in its own section in this guide). Click on **Alerts & Controls**.

Step 1: **Set up Contact Information** by adding up to two Email addresses and Mobile phone numbers. Click the **Save and Continue** button and accept Terms & Conditions statement.

Step 2: **Set Alerts Preferences** by selecting an Alert or Control for the card.

Note: Always select the *Alert: When my credit card is declined*. This opens the door for the 2-way fraud text alerts to work and helps avoid authorization declines. Also, complete the Home Phone field in the Profile section as previously shown in this guide.

After selecting an alert, the system will display the account. Check the Email and/or Mobile number to use for the alert selected. At least one must be checked. For the 2-way text alert, select a mobile number. Click the **Save** button to activate this alert. *Note:* To deactivate an alert, remove all checks.

Clicking on the **Account Terms** tile on the **Features page** displays the card's current Terms & Conditions disclosure.

PAYMENTS:

For control and individual account types, a **Payments** tile will display. Click on the **Payments** tile to make a **New Payment**, view **Electronic Payment History**, **Manage Payments Accounts** and set-up **Autopay**.

Additional Information: The Payment tile does not appear on "Sub" accounts since the payment is made on the consolidated billing (Control) account.

The **Payments** feature will display a **New Payment** submission form by default however, there are 3 additional payment options on the left panel for use in managing the payment functions.

- View electronic payment history
- Manage payment bank accounts
- Set up or edit Auto-Pay details

Note: Click on **+ Show Card Details** to obtain the the billing account number for payments.

Return to the company landing page by clicking the **My Company** panel in the top-left panel.

ADDING A NEW CARD

Program Administrators can add new cards to the company program. Click on **Company Accounts** to add a new card.

Mouse over the "**+**" icon and click on the account type you wish to add.
Click on **Add Account.**

Note: The account drop-down varies by card product.

Company Accounts

RUN THE ROOF

Account	Account Type	Guarantor	Name	Balance	Credit Limit	Available Limit	Status	Exp Date
2	VIRTUAL SUB	N	VENDOR PAYMENTS	$0.00	$100	$100	OPEN	10/2025
4	CONTROL	N	ACCOUNTS PAYABLE	$0.00	$500	$500	OPEN	10/2025
1	VIRTUAL SUB	N	KATE VIRTUALTEST2	$0.00	$1,000	$1,000	OPEN	10/2025
2	VIRTUAL SUB	N	INVOICE PAYMENTS	$0.00	$1,000	$1,000	CLOSED	10/2025
6	VIRTUAL SUB	N	KATE VIRTUAL1	$0.00	$1,000	$1,000	OPEN	10/2025
5608	VIRTUAL SUB	N	KATE VIRTUALTEST3	$0.00	$700	$700	OPEN	10/2025
8758	VIRTUAL SUB	N	VIRTUAL C PAYMENTS	$0.00	$500	$500	OPEN	10/2025
6313	SUB	Y	DANIEL LAMARCHE	$0.00	$500	$500	OPEN	10/2025

Additional Information: Virtual Subs and Ghost Sub accounts are not available for all companies.

To create a new card, complete the required fields presented and click the "**Submit**" button.

Additional Information: Detailed information on Ghost Sub account can be found later in this guide. When creating a new **Ghost Sub**, input the vendor/supplier business name or in some cases the company department name. For example: "Browns" (first name), "Travel Agency" (last name).

Assign the account a Spending Limit and set the Expiration Date using the drop-down menu. Click the **Submit** button.

COMPANY LEVEL ALERTS & CONTROLS

From the **My Company** landing page, click on the **Alerts & Controls** panel or tile.
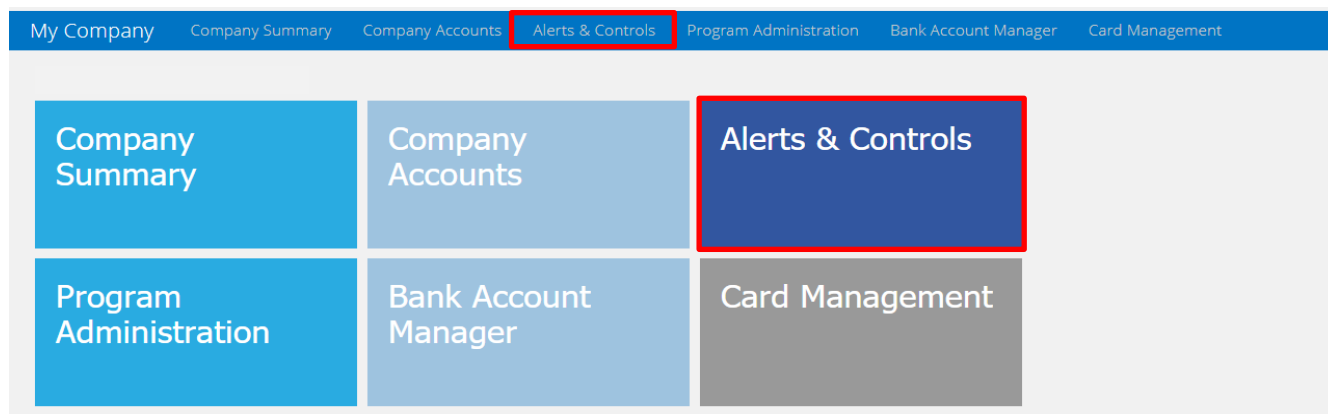
NOTE: Some of the features shown in this illustration may not be available on all products

Additional Information: Alerts & Controls set at the company level does not impact the settings the employee may have defined themselves at the card account level. In fact, the employee is not made aware of any Alerts & Controls the company may have placed on their account. The employee can enroll/un-enroll in Alerts available to them, without impacting the company-level Alerts & Controls.

From the company level **Alerts & Controls** tile, a PA can view all the cards associated to the company in addition to any Spend Control restrictions and Alerts set for each card. Spend Control restrictions allow a company to control authorization approvals allowed on an account. This is a key feature in controlling employee spend.

To access company level **Alerts & Controls**, click on the **Alerts & Controls** tile.
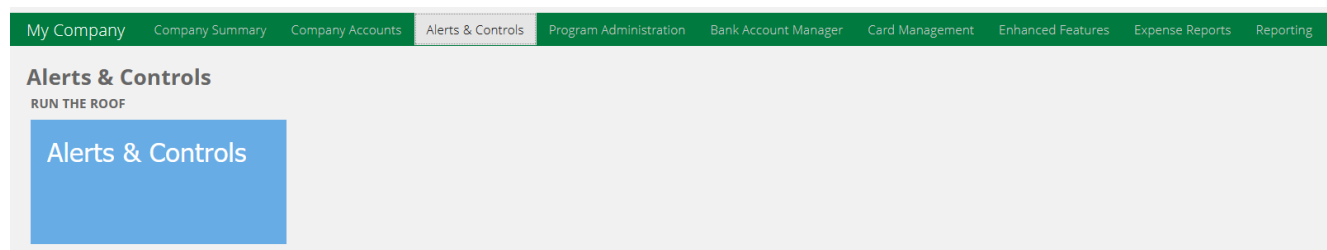
Step 1: **Set up Contact Information** by adding up to two company contact Email addresses and 2 Mobile phone numbers. Click the **Save and Continue** button and accept Terms & Conditions statement.

Step 2: Select the Alert or Control from the drop-down menu

Step 3: Choose which card or select *All Cards* to apply the Alert or Control. Must check at least one email address or mobile number to activate this Alert or Control. *Remember* to click the "**Save**" button.

Additional Information: When you select the Spend Control "**Allow my card to be used at specific types of merchants**" you can select multiple MCC groups for any single card account. The standard Visa merchant groups (MCC groups) displayed are *exclude only,* meaning the merchant types will be blocked from being authorized. There are 15 Visa exclude only MCC Groups available:

- ADULT ENTERTAINMENT , AIRFARE , ALCOHOL , APPAREL AND ACCESSORIES , AUTOMOTIVE , CAR RENTAL , ELECTRONICS , SPORT AND RECREATION , GAMBLING , GAS AND PETROLEUM , GROCERY , HOTEL AND LODGING , HOUSEHOLD , PERSONAL CARE , SMOKE AND TOBACCO

Step 4: View a summary of the account's Alerts and Controls by account.

Step 5: Review the notification history and enrollment/de-enrollment history on any card account. Select the account from the drop-down list to view its history.

Removing an Alert or Control - From the **My Company** page, click on the **Alerts & Controls** tile, click **Set Alert Preferences** button and select the Alert or Control from the drop-down list to remove. The selected Alert or Control will auto-populate on screen. Under **Select card for which control applies** click the drop-down menu and select the account to change. Uncheck *all boxes* that are set for Email 1 and 2 and Mobile 1 and 2 and click the **Save** button. PA will receive a notification at the top of the page stating, "*Preferences have been successfully saved*".

Note: Clicking the **View History** button at the top of the page will also confirm the changes.
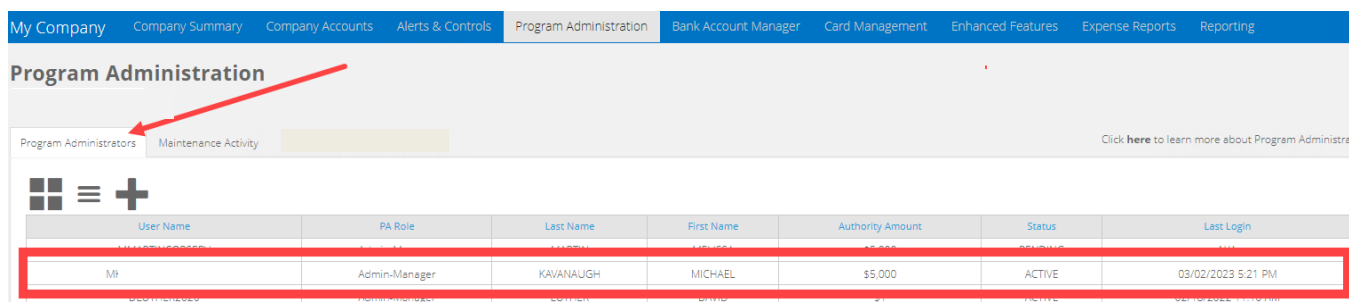

PROGRAM ADMINISTRATION

Through the application process, the company's initial Program Administrator is established for the card program. The initial Program Administrator is assigned the PA Admin-Manager role which gives the user access to all the features and functionality made available to the company. To add, edit or delete Program Administrators, click on the **Program Administration** tile or panel header:
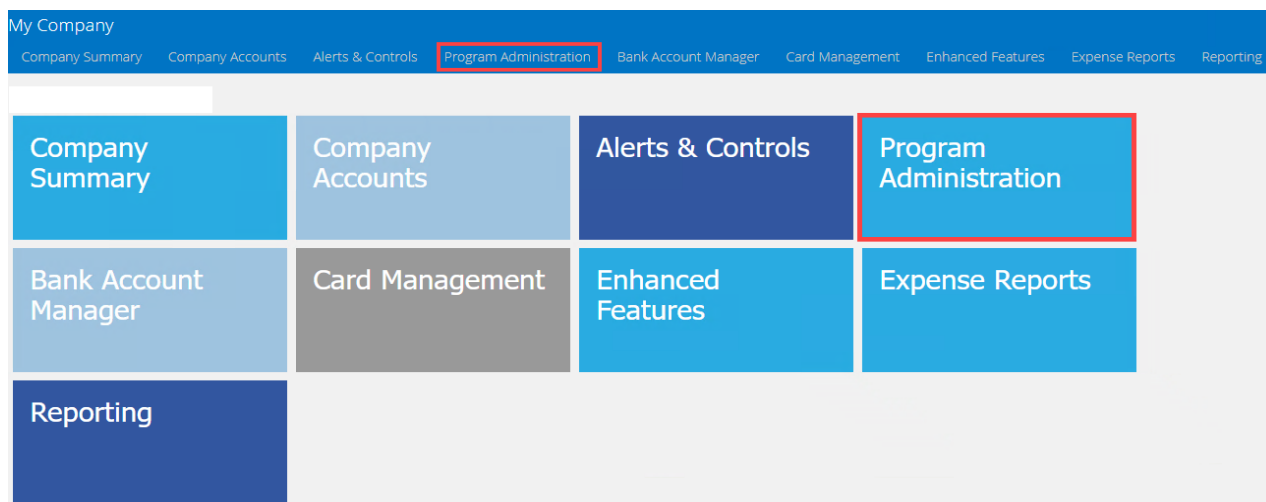
NOTE: Some of the features shown in this illustration may not be available on all products

The feature displays two tabs on the Program Administration landing page: **Program Administrators** and **Maintenance Activity**.

Program Administrators (PA) tab:

To view or edit details of an existing Program Administrator (PA), click on the appropriate row. After selecting a user from the table, update the user's information:

- PA Role, Name, Date of Birth, Work Phone, Work Zip Code
- Login Status*
    - *"PENDING" indicates the PA user has not completed the Registration process*
    - *"ACTIVE" indicates the PA user has successfully completed the Registration process*
    - *"INACTIVE" allows a PA to disable Active credentials for a PA user needing to be restricted from accessing the company's program via the card portal*
- Email, Authority Amount

When a new Program Administrator is created, the system will automatically send out a registration email. To resend the registration email, click the "**Resend Registration Email**" button. To delete a PA, click the **Delete User** button.

Note: Deletion of the user's credentials immediately prohibits access.

Maintenance Activity tab: Logs deletion of a Program Administrator's credentials, along with other edits that can be performed on the Program Administrators tab.

Type	Last Name	First Name	User Name	Requestor User Name	Date
Role Change From ROLE_PA_VIEW_ONLY	TEST	CHRIS			03/07/2023 11:18:20 AM
Role Change From PA-Accounting	TEST	CHRIS			03/07/2023 11:05:46 AM
Role Change From Admin-Tier 1	TEST	CHRIS			03/07/2023 11:02:16 AM

Adding a new Program Administrator:

From the **Program Administrators** tab, click on the "**+**" icon at the top of the page.

Hover the mouse over the **?** icon to review the available Program Administrator user roles. Select the new Program Administrator role from the dropdown menu. **Note**: All roles, except PA Admin-Manager, require at least 1 Enhanced Feature (Expense Reports, Virtual Card, Ghost Card) to be enabled for the company in order to view and assign these roles.

 Input the required user information and click the **Submit** button at the bottom of the page.

Note: Authority Amount field – Enter a whole dollar amount into this field in order to cap the user's credit limit assignment for cards or check the box to assign the company credit line as the Program Administrator's authority amount.

When a new Program Administrator is created, the system will automatically send out a registration email.

Informational: The permissions associated with each Program Administrator (PA) role are comprised of restrictions based on the type of business card or company feature. The role will determine which features the Program Administrator can access in the card portal.

Program Administrator Roles	Description
Admin-Manager	• **Select this Role for the company's main Administrator** • Provides access to **all** company card PA features.
Admin-Tier 1	• Provides Admin-Manager authority **minus** the ability to create new PAs or configure/view/decision expense reports. • Role **prohibits** card activation or card shipping access.
Admin-Tier 2	• Provides Admin-Tier 1 authority **minus** administration of Virtual Cards and Ghost cards. • Role **prohibits** creation of new accounts, editing of existing accounts and editing of Company Summary data.
PA-Accounting	• Role has access to **all** Expense Report features including **second approver.** • Role restricted from Program Administration. • Provides **limited** access to Virtual Card (excludes vendor management).
PA-Manager	• This role is for *Expense Reporting only*. Provides the ability to decision expense reports for their designee as **first approver.** • Role restricted from GL configuration of Expense Reports.
PA-Delegate	• This role is for *Expense Reporting only*. Provides the ability to select specified accounts for export report creation. • Includes access to assigned account transactions and statements. • Role has **No Expense Report approval authority**
PA-View Only	• View access only. Role prohibits editing, adding or deleting any data. • Used for internal Auditor role.
PA-Payments Only	• This role will only be made available on **Consolidated Pay** companies and only provides access to the Control Account. • Role can view Company details and **access all payment functionality**.

PA-Delegate role: When creating a new Program Administrator user with the PA-Delegate role, specific accounts must be assigned to the PA-Delegate. A list of accounts is displayed on the page. Click the box next to the account(s) being assigned to the PA-Delegate. The PA-Delegate will be able to create expense reports for the accounts selected. Use the smart **search** feature to locate a specific account. Once the accounts are selected, click the **Submit** button to assign the accounts to the PA-Delegate.

Add Program Administrator

PA Role * [PA-Delegate ▾] ❓

Name * [First] [Last]

DOB * [Month ▾] [Day ▾] [Year ▾]

SSN * [ ] ❓

Work Phone * [ ]

Work Zip Code * [ ]

User Name * [ ] ❓

Email * [ ]

Select the account(s) that apply to this Delegate user by checking the box for each account. Remember to click the Submit button when finished.

[search 🔍]

Assign To PA	Account Ending	Account Type	Guarantor	Name	Balance	Credit Limit	Available Limit	Status	Exp Date
☐	3814	SUB	N	Van MORRISON	$0.00	$10	$10	OPEN	11/2025
☐	0540	VIRTUAL SUB	N	AP I PAYMENTS	$0.00	$3,000	$3,000	OPEN	03/2024
☐	1951	GHOST SUB	N	ATT FIBER	$0.00	$1	$1	OPEN	08/2023
☐	9085	SUB	N	DAN MULLEN	$0.00	$50	$50	CLOSED	03/2025
☐	1380	VIRTUAL SUB	N	DO N USE	$0.00	$100	$100	OPEN	03/2024
☐	0516	SUB	N	MELISSA MARTIN	$0.00	$5,000	$5,000	OPEN	03/2024
☐	0532	GHOST SUB	N	VERIZON WIRELESS	$29.99	$5,000	$4,970	OPEN	03/2027
☐	4314	SUB	N	MICHAEL KAVANAUGH	$544.75	$750	$205	OPEN	03/2024
☐	0508	CONTROL	N	ACCOUNTS PAYABLE	$607.99	$5,000	$4,392	OPEN	03/2024
☐	9291	SUB	N	CHARLES HAYWARD	$0.00	$1	$1	CLOSED	04/2025
☐	9101	SUB	N	DAN MULLEN	$0.00	$50	$50	CLOSED	03/2025
☐	5796	SUB	N	DAVID LUTHER	$33.25	$300	$266	OPEN	04/2026

|◀ ◀◀ 1-12 of 12 ▶▶ ▶| [100 ▾] per page

✖ Cancel   Submit

BANK ACCOUNT MANAGER

My Company | Company Summary | Company Accounts | Spend Controls | Program Administration | Bank Account Manager | Card Management

| Company Summary | Company Accounts | Spend Controls | Program Administration | Bank Account Manager | Card Management |

NOTE: Some of the features shown in this illustration may not be available on all products

Bank Account Manager houses a Point of Contact from the Bank or local branch. This field should pre-populate from the application therefore it should not require editing unless the information changes.

Click the '**Edit**' button to change data in any of the fields.
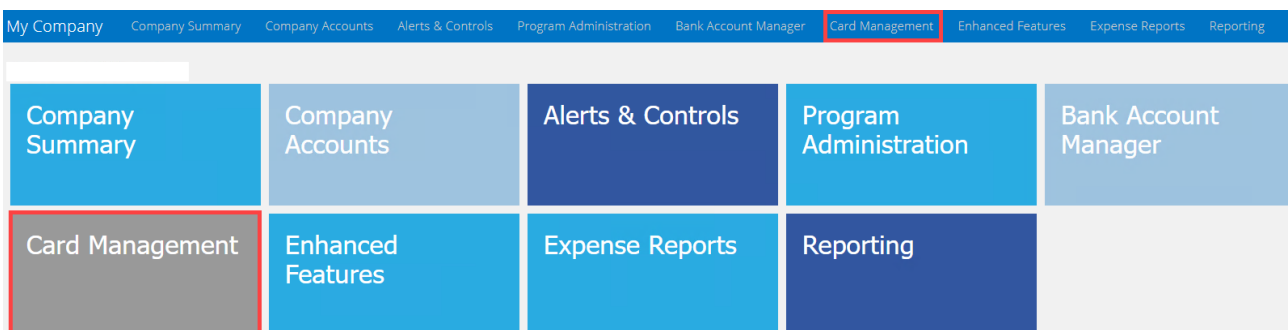
Once all changes have been made, click '**Save**'.

CARD MANAGEMENT

This feature allows a Program Administrator to activate card(s) and view/edit the company's primary contact for bulk shipping of plastics. Click on the **Card Management** tile or panel header.

NOTE: Some of the features shown in this illustration may not be available on all products

CARD ACTIVATION

Program Administrators can activate cards in bulk or select individual cards to activate in real-time. To view a list of cardholders that require card activation, click on the **Card Activation** tile.

Card Activation	Card Shipping
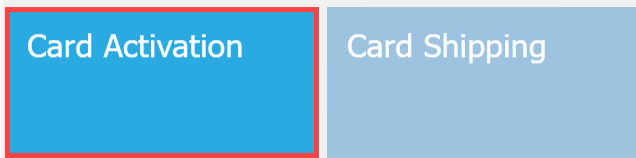
Program Administrators can "bulk" activate all cards in the **Activate** list by clicking the "**Select All**'' button or individually check the card to activate. Conversely, uncheck all boxes by clicking "**Unselect All**". Click the "**Submit**" button to activate cards in real-time. The system will post a message that activation was successful, and the cardholders can begin using their cards immediately.

Card Activation

Select All

Account Ending	Account Type	Name	Activate
3519	SUB	ROYAL HENDERSON	☐
5308	SUB	NICOLE SMITHERS	☐
3659	SUB	LANNA WRIGHT	☐

Submit

CARD SHIPPING

From the **Card Shipping** tile, a Program Administrator can edit the mailing address to which new cards will be shipped. This feature is only available for a Purchasing Card and Fleet Card products.

To view and edit the company mailing address, click on the **Card Shipping** tile.

Card Activation	Card Shipping

Click the '**Edit**' button to add or change data in any of the following fields:

Card Shipping

This product requires **all** issued credit cards to be shipped to the Company. You may edit this information at any time. Note, PO Box addresses are not allowed.

Company
Attention
Line 1
Line 2
City
State
Zip
Contact Phone

Edit

Once all changes have been entered, click the "**Save**" button.

Card Shipping

This product requires **all** issued credit cards to be shipped to the Company. You may edit this information at any time. Note, PO Box addresses are not allowed.

Company	ABC S
Attention	SUSIE
Address	123 ANY STREET
Line 2	ADDING LINE 2
City	ATLANTA
State	GA
Zip	30305
Contact Phone	7

Save

REPORTING

Click on the **Reporting** tile to access the management reporting feature offering over 25 reports. **Note:** This feature is not available for all card products.
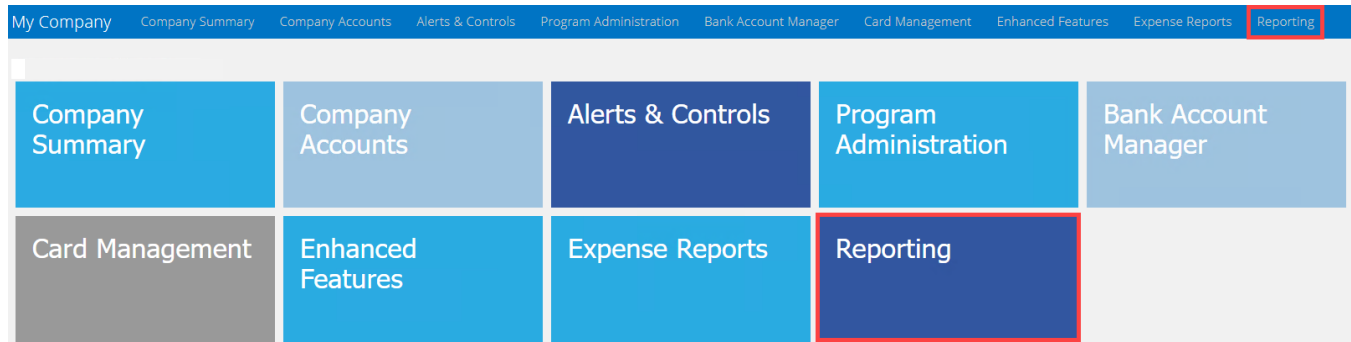
The **Welcome to the Reporting Portal** home page displays all saved and scheduled reports. Click the report's name and link to edit the report settings or click the CSV button to download the report. To view the list of available reports, click on the "**Reports**" dropdown menu.
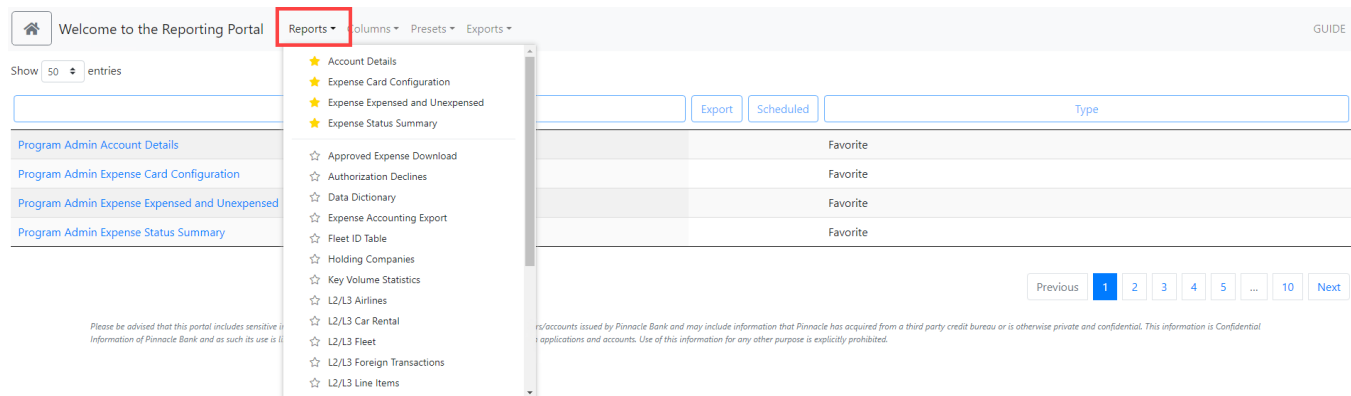
Select a business report to run by clicking on the report name in the dropdown menu. After selecting a report, the report name will appear at the top left-hand side (*Example: **Account Details***). Select the data elements for the report by clicking on **Columns** dropdown and placing a checkmark next to the data fields to include in the report. Columns can be sorted Ascending or Descending and the column order can be changed by dropping & dragging the column left or right.

Click on the **Export** dropdown to download the report in a CSV file. Select/deselect additional data fields to include in the report and then click the blue **CSV** button.

Click on the **Settings** dropdown. Reports can be saved and scheduled to run on a reoccurring frequency. Saved reports can also be shared with other PA users within the company.

ENHANCED FEATURES

Enhanced features must be enabled for use by the Financial Institution and includes three distinct product options:

Ghost Card - A card-less Purchasing Card account that can be used by companies to facilitate payments to a single, trusted vendor for specific purchases. Example 1: A card number given to a travel agency who houses the card account information and charges account for all purchases or travel bookings. Example 2: Utilities or wireless service provider that store the auto pay credit card number and charge accordingly and repetitively.

Virtual Card – A Virtual Card is a card-less purchasing card account specifically used by a company's Accounts Payables department to facilitate electronic payment of invoices to their vendors. Each virtual card is assigned a unique number. Virtual cards are used one-time for a single payment and can be controlled to an exact dollar amount, number of authorizations allowed, and a date range the funds are available to the vendor.

Expense Reports - Expense Reporting provides functionality that allows employee cardholders to create, allocate and electronically submit expense reports for approval and retention. Companies can view and retain receipt images as well as extract all expense details including GL account allocation.

GHOST CARDS

Ghost Card Features:

- Ghost Sub accounts are set up via the **Company Accounts** page. They can be opened or closed via the Company Accounts page. To close or re-open a Ghost Sub account, the Program Administrator accesses the Account's Profile, clicks 'Edit', and checks the 'Close' box.
- Alerts and Controls can be set up for Ghost Sub accounts.
- *For added security*, Ghost Cards are automatically enrolled in the Control feature "Temporarily block/unblock card" as "Block" therefore the Program Administrator must unblock the account via the Alerts & Controls feature when ready for use.
- Program Administrator may set the Expiration Date for a Ghost Sub at a minimum of 3 months to a maximum of 36 months.
- Ghost cards can be included in Expense Reporting

To use Ghost Card functionality, one must first create a **Ghost Sub** account. To open a new **Ghost Sub** account, select the '**+**' icon on the **Company Accounts** page. A menu will display with the option "**Add Ghost Sub**". Click "**Add Ghost Sub**" and a new page will display. Input the information required for the new Ghost Sub account.

To add a new **Ghost Sub** account, the following information is **required**:

- ○ **Name*** – User-selected name (*Ex: ATT Mobility*)
- ○ **Spending Limit*** - (Sub Account Spending Limit)
- ○ **Expiration Date** – By default, Ghost Sub account will have the same 3-year expiration date period as regular accounts, but additional options are available in the dropdown.

Click the "**Submit**" button. The account will process overnight and can be viewed the next business day.

Access the ghost card's details from the **Company Accounts** page by clicking on the specific account name. In the left-side panel, a new **Show/Hide Card Details** feature will be displayed. Click on the "**+**" **Show Card Details"** link to temporarily display the live card number, expiration date, and CVV for a Ghost Card account. Obtain the card data details and click the " **– Hide Card Details link**".

Remember it is the responsibility of the company to communicate the card information to a supplier.

Show/Hide Card Details feature:
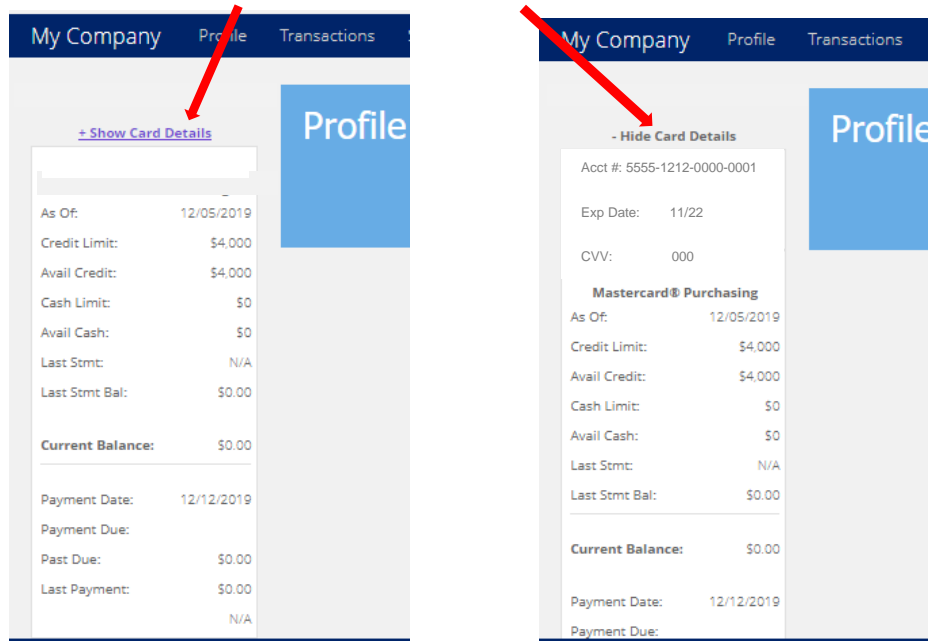
Additional Information - Added security feature for Ghost Cards.

When the new Ghost Sub account is created, it will be automatically blocked from transaction authorizations. To begin use of the Ghost Sub account, the temporary block must be removed from the account. Click on **Company Accounts** and click on the ghost card account in the table. Click on the **Features** tile, then click on **Alerts & Controls** tile. Click on **Set Alert Preferences** button, click the dropdown menu and select "Temporarily block use of my card".
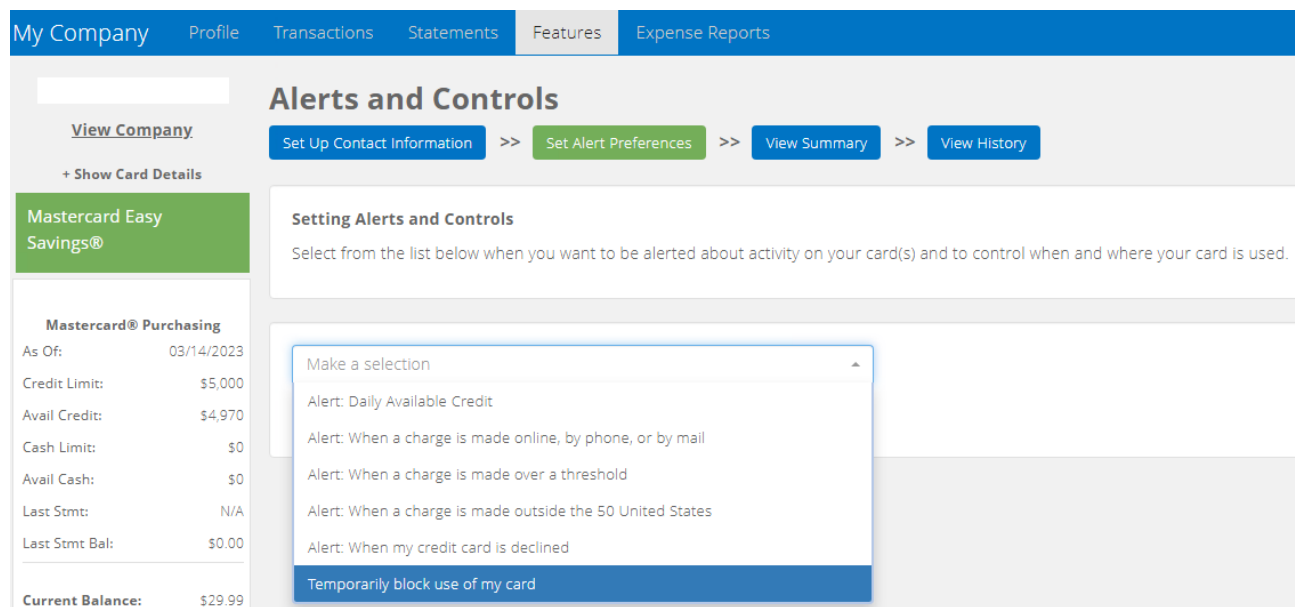
Once selected, the control now reads "Temporarily block/un-block use of my card", select the ghost card from the dropdown menu, uncheck all boxes that are set for Email 1 and 2 and Mobile 1 and 2

and click the **Save** button. A message will display on the page, "Preferences have been successfully saved".

VIRTUAL CARDS

To access this payment option, your Financial Institution must enable Virtual Card functionality for the company.

Companies implementing virtual cards for supplier invoice payments are first required to setup a Virtual Sub account to support all underlying individual virtual card numbers used to make vendor payments. As invoice payments are made by the company, the virtual card system automatically creates a single virtual card number each time a payment is requested. All the individual virtual card numbers roll-up to a single Virtual Sub account established for the program. View all posted virtual card transactions under the Virtual Sub account.

Log into the card portal and click on the **Company Accounts** tile. Next, click the "**+**" icon and select "**Add Virtual Sub**" from the dropdown.


Next, complete the online form. Use a cardholder name that Accounts Payable easily recognizes and set the **Spending Limit** high in order to support 30-60 days of invoice payments. Click **Submit**.

Additional Information: After the Program Administrator completes the creation of the **Virtual Sub** account in the Card Portal, the status of the account will be "Pending". Once Mastercard confirms completion of the Virtual Sub account, the account status will change from "**Pending**" to "**Open**".

Note: In order to begin using this new Virtual Sub Account, it must first be set up at Mastercard. Set up is automated and takes 2-3 business days.

The **My Company** landing page will display the **Enhanced Features** tile. Click this tile or header to access the Virtual Card features.
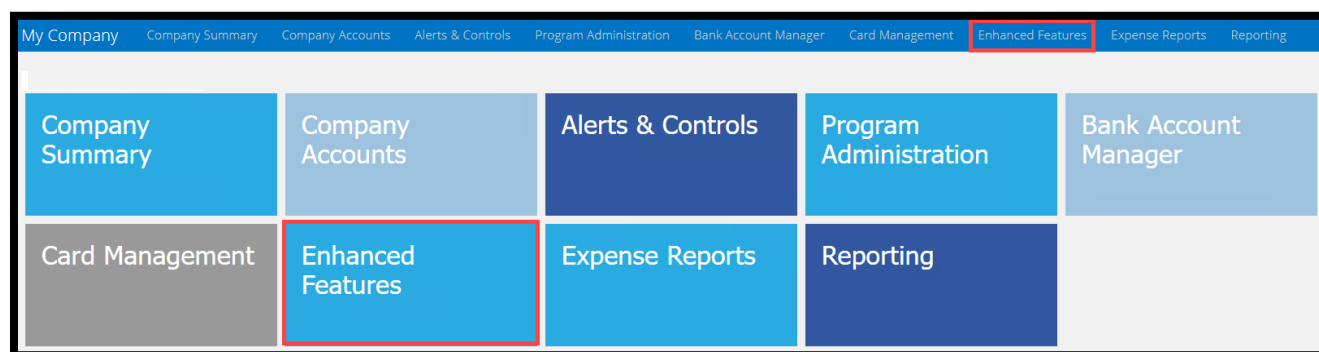
Click the **Virtual Cards** tile to access the payment and vendor features.
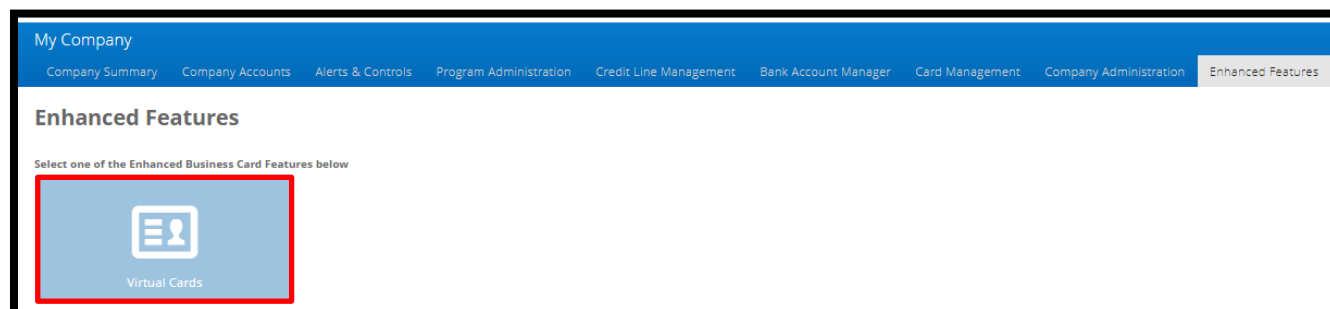
The **Virtual Cards** landing page is now displayed. From this page, the authorized Program Administrator can **Pay Invoices**, review/modify **Payment Requests** and **Manage Vendors** enrolled in accepting virtual cards.
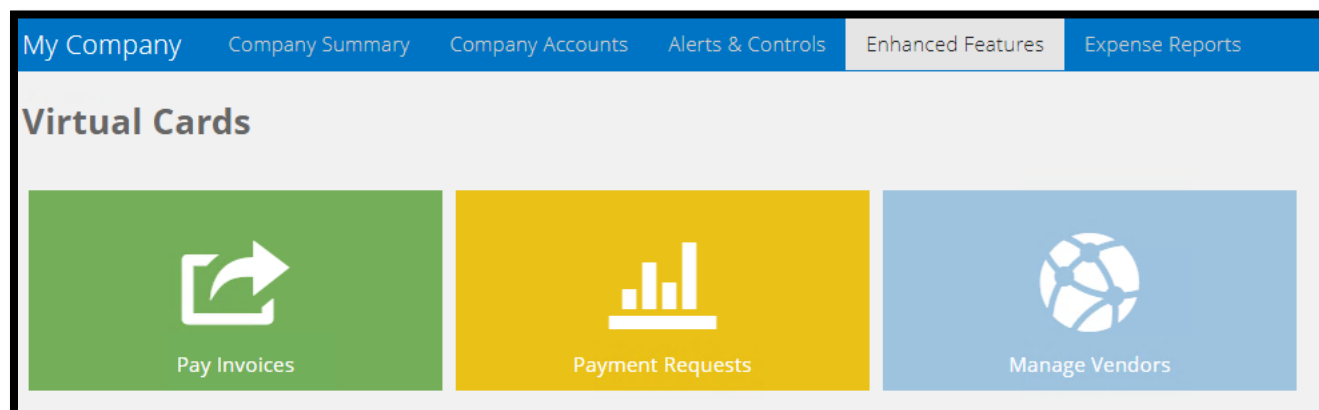
VIRTUAL CARDS – VENDOR ENABLEMENT

A company's vendors must be setup in the card portal prior to initiating any payments.

For a vendor to process Virtual Card payments, they **must** first be able to accept credit cards as payment and agree to accept the company's virtual cards. All vendors will be populated and maintained in the card portal by the company's Program Administrators. Vendors can be added by batch file or single entry directly into the portal.

To add, delete or edit a vendor record click the '**Manage Vendors'** tile.
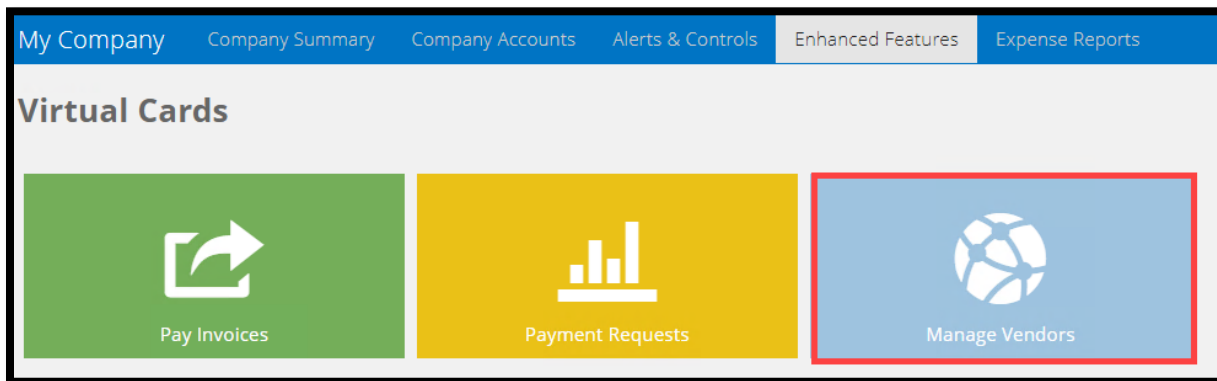
To add a vendor manually, hover over the "**+**" and select "**Add Vendor**". Fill in the required fields and click the "**Submit**" button at the bottom of the screen.

Vendor ID comes from the company's accounts payable system and must be unique by vendor.

Vendor Contact Email must be valid and accurate for the vendor to register their acceptance.
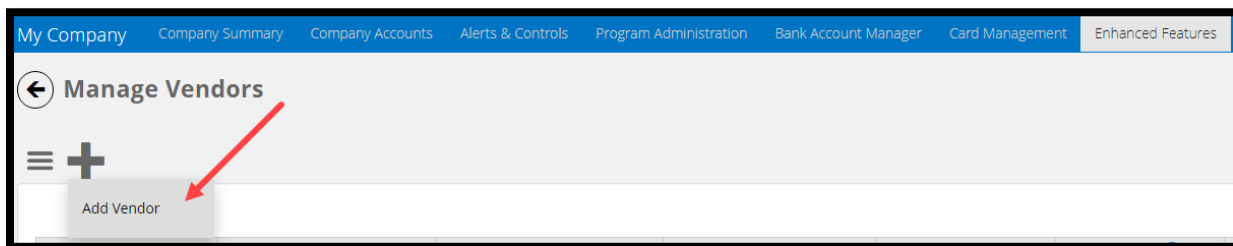
New Vendor Enrollment

* indicates a required field.

Vendor ID *

Vendor Legal Name *

Vendor Short Name *   ❓

Primary Contact Information

* indicates a required field.

Vendor Contact Name *   [First]   [Last]

Vendor Contact Phone *

Vendor Contact Email *

Mailing Address

* indicates a required field.

Street Address *

Line 2

[City*]   [State*] ⌄   [Zip*]

Enter company's contact information so that vendors can contact the company should they have questions or changes in their card acceptance.

The system requires three default **Vendor Payment Controls** for each vendor
1. # of days a virtual card payment is valid
2. # authorizations allowed on a single virtual card
3. Default payment amount assigned to a virtual card:
   - "I**nvoice payment amount only**" (Best practice option) or
   - "**Invoice payment amount +/- a tolerance of**" X percentage (*select value for X*)

For **Cumulative amount the vendor/supplier may authorize** – enter the virtual sub account's credit limit. This should be a high value supporting all virtual card payments over a 30 to 60-day period for that vendor.

After entering all fields, click the "**Submit**" button.

Company Contact Information

* indicates a required field.

Company Contact Name *

Contact Phone *

Contact Email *

Vendor Payment Controls

Payment Controls determine how Virtual Cards can be used by Vendors. The default values have been pre-selected below. Modify the default Payment Controls for this Vendor below.

Validity Days - # Days for which the Virtual Card will be valid for this vendor *

30

Number of Uses - # of times the Virtual Card created for this vendor may be authorized before rendered invalid *

1

Minimum and maximum amount allowed for each Virtual Card authorization made with this card (select one of the options below)

○ Invoice payment amount only

○ Invoice payment amount +/- tolerance of [ ] % *(must be 1% - 99%)*

Cumulative amount the vendor/supplier may authorize on the Virtual Card *

5000

Submit   ✕ **Cancel**

Click the on a vendor line item to access the vendor's data and make edits. From the vendor record page, the user may also resend a registration email and deactivate a vendor. Use smart **Search** to locate a specific vendor record housed in the company's vendor database.

← **Manage Vendors**

≡ ➕

search 🔍

Vendor ID	Vendor Short Name	Vendor Legal Name	Vendor Contact	Vendor Phone	STP Vendor ❓	Status	Created	Last Modified
ChrisFake	Chris Fake	Chris Fake LLC	Chris Lee	(770) 820-6820	NO	ACTIVE	2022-12-30 13:12:34 EST	2022-12-30 13:13:03 EST
MEF236	FLA&T	FI&T	Steve Scott	(800) 800-9999	NO	ACTIVE	2020-07-02 09:53:01 EDT	2022-08-01 15:57:43 EDT
MEF1234	FLA	Florida LLC	Steve Smith	(800) 800-8000	NO	PENDING	2020-06-26 17:24:34 EDT	2022-07-07 09:37:51 EDT
12345	Kate Test Vendor	Kate Test Vendor	Kate Brown Vendor	(770) 313-4500	NO	ACTIVE	2022-09-25 01:44:12 EDT	2022-09-25 01:44:54 EDT
NewVendor123	Mike Kav Co	Mike Kav Vendor Co	Jack Kavanaugh	(800) 800-7777	NO	ACTIVE	2021-02-17 11:17:56 EST	2021-03-23 15:52:12 EDT
NewVendor1	Mike Co	Mike Vendor Corp	Jack Kavanaugh	(800) 800-7777	NO	ACTIVE	2021-02-05 15:56:19 EST	2023-03-02 17:26:35 EST
1234567	Mkav	MKav Inc	Mike Kavanaugh	(615) 603-1406	NO	ACTIVE	2020-10-30 12:42:50 EDT	2022-10-26 08:46:36 EDT
GHI123MJ6K	Tab015	Taboo Tech	Timmy Taboo	(615) 603-1406	NO	ACTIVE	2020-07-02 09:53:01 EDT	2022-07-07 09:40:02 EDT
GHI123MJK	Taffy15	Taffy LLC	Tommy Taffy	(615) 603-1406	NO	ACTIVE	2020-06-26 17:24:34 EDT	2022-09-12 09:57:08 EDT
BBB5567	Test A Vendor	Test A Vendor	Mike Kavanaugh	(615) 603-1406	NO	ACTIVE	2020-07-02 09:53:01 EDT	2020-08-20 14:09:33 EDT

When a new vendor is enrolled, the portal automatically sends an email to the vendor contact input and maintained by the company. This email serves several purposes:

- Guides the new Vendor through the remaining set-up process
- Informs the vendor they are set up as a virtual card payment vendor for company XYZ
- Suggests to the vendor that the incoming email address must be whitelisted to keep the virtual card emails from being sent to SPAM/Junk folders

Once the initial email is sent, the vendor will review the enrollment information, access the portal and input a custom alphanumeric secure code (up to 6 alpha-numeric positions). When completed, the vendor contact will receive confirmation of enrollment via the card portal
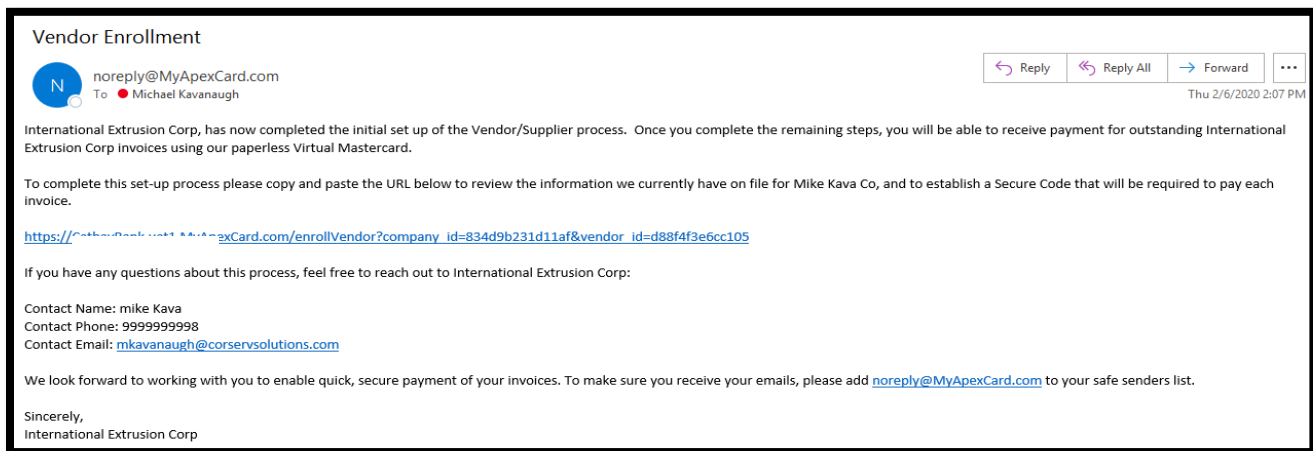
Additional Information: When a vendor is enrolled by a third party enrollment service partner, the vendor will be indicated with a "yes" in the **STP Vendor ?** field.

VIRTUAL CARDS – PROCESSING COMPANY PAYMENTS

Companies can initiate virtual card payments to vendors in two ways. First, the Program Administrator can enter individual virtual card payments to vendors one at a time manually via the card portal. Second, the Program Administrator can upload a payment file from accounts payable for processing multiple invoice payments to multiple participating vendors. Payment files must use the required .CSV file format available from your financial institution.

To initiate a payment, click the "**Pay Invoice**" tile from the **Virtual Cards** home page.
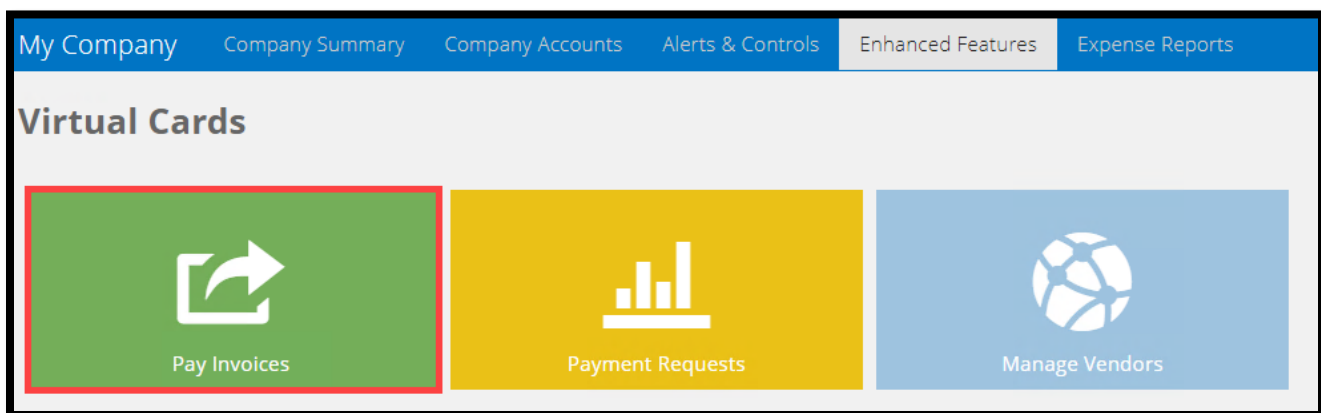
The Single Virtual Card Payment tab allows authorized Program Administrators to request a virtual card for payment of an invoice or bill. Select the specific Sub Account and vendor name from the

dropdown boxes. Enter invoice information, invoice payment amount and Invoice description (required fields). Complete optional data capture fields as needed by accounts payable or vendor/supplier.

The **Virtual Payment Card Controls** section allows the Program Administrator to control how the single virtual card will be used by that vendor. The system will populate the vendor's default payment, however, the values for these controls can be overridden if needed. When completed, click the "**Submit**" button to order the virtual card number for that payment.

When the virtual card is successfully generated, the Program Administrator is informed that the virtual card has been created as show below. In addition, an email is automatically sent to the supplier contact informing them a virtual card payment is waiting to be processed.

Additional Information:

- The vendor email will contain information that allows the vendor to access the portal, provide credentials (e.g. the vendor's Secure Code) and retrieve the virtual card information
- This email will be valid until the card number is no longer valid
- Upon successful entry of the Secure Code by the vendor, the vendor can view and optionally print the information:
  - Virtual Card #, Expiration Date, CVV code
  - $ Amount
  - Invoice remittance information
- Program Administrators can resend the vendor email containing the link to obtain the virtual card payment information if necessary
- Program Administrators will be able to modify, or close any 'open' payments manually input into the card portal

Virtual Card Payments by Batch File Upload – On this tab, Program Administrators can upload Virtual card payment files directly into the Card Portal for automatic processing. This process is normally completed by accounts payable personnel.

  - Virtual Payment Cards generated on a batch basis will use the standard payment controls pre-defined for each vendor and housed in the company's vendor master file
  - These invoice payment files, called "Virtual Card Payments File", must contain the data outlined in the standard payment file format
  - The payment file format is .CSV and available through your Financial Institution

The **Virtual Card Payments File** tab allows authorized Program Administrators to request virtual cards for payment of all invoices contained in the file. To upload the .CSV payments file, select the Virtual Sub Account from the dropdown box. Next, click the **Choose File** button to locate the file and upload it.
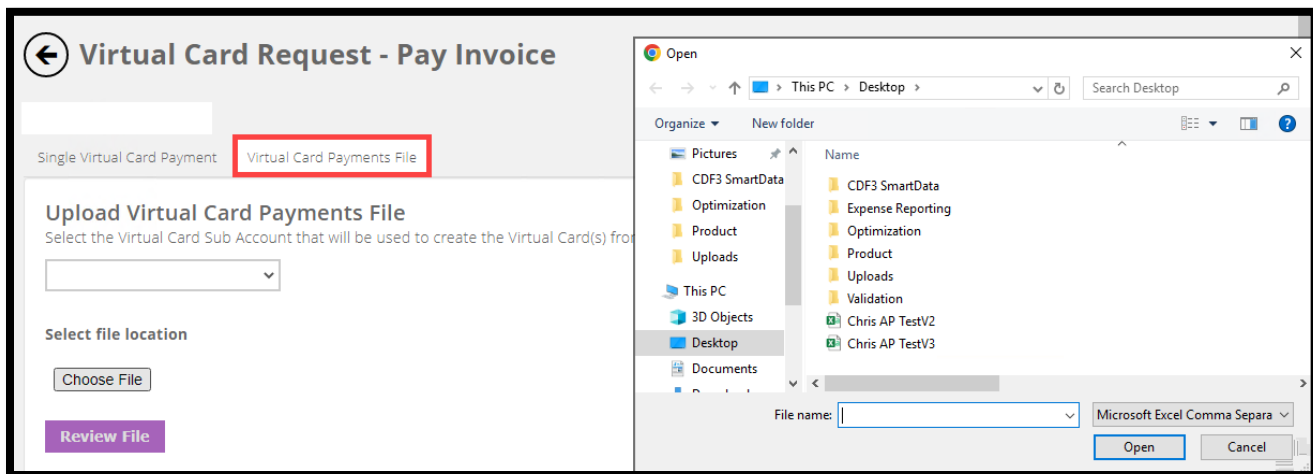
To review the uploaded file, click on the "**Review File"** button. After review, click the **Submit** button. A message will be displayed once the file is processed in the card portal.

Additional Information:

- Once the payment file passes system edits, the payment requests are generated and sent for creation of the virtual cards
- If the payment file rejects, a notification is shown at the top of the page
- If the file is processed successfully, an email is automatically generated and sent to the vendors
  - This email will be valid until the card is no longer valid (i.e. status of the virtual card indicates that the card has expired, the number of allowable uses exhausted, or the maximum allowable spend exhausted – as applicable)
- Upon successful entry of the Secure Code by the vendor, the following information is displayed:
  - Plastic Image
  - Virtual Card #, Expiration Date, CVV code
  - Invoice remittance Information
- If the Vendor is not able to provide the Secure Code, display instructions on how they can retrieve their Secure Code or request a new Secure Code
- Program Administrators will be able to resend the email containing the link to obtain the virtual card information to the vendor via the card portal

This email contains Virtual Visa payment information from Run The Roof for total of $ 5.55.

Please note:
* The Virtual Visa may be authorized for no more than the amount of $ 5.55.
* The Virtual Visa has an expiration date of 05/13/2023. We recommend that you process the payment as soon as possible to avoid complications.

Copy and paste the URL below to obtain information necessary to access the Virtual Visa and authorize payment. You will be required to provide your Secure Code to access this information.

https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbankofvisa.mydexcard.com%2F
vendorPayment%3Fcompany_id%3D78820949394ed4%26vendor_id%3D7330029fdf1769%26sub_id%3
D3f0011ee887a88%26vc_id%3D78820949394ed4&data=05%7C01%7Cmkavgh%40corservsolutions.com
%7C02c6660807484c63c1d108db47e42398%7C89156daf2e3b44b79a88def87ff733f5%7C1%7C0%7C638
182817419231978%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6lk
1haWwiLCJXVCl6Mn0%3D%7C3000%7C%7C%7C&sdata=mWb0VlEFlVxXxM9yuDqA9vHs2QxdgrlGJg3912
738R4%3D&reserved=0

If you have any questions about this process, feel free to reach out to Run The Roof:

Contact Name: Mj Kavgh
Contact Phone: 6146141414
Contact Email: mkavgh@corstions.com

We look forward to working with you to enable quick, secure payment of your invoices. To make sure you receive your emails, please add noreply@MyDexCard.com to your safe senders list.

Sincerely,
Run The Roof 📋 (Ctrl) ▼

VIRTUAL CARD PAYMENT REQUESTS AND HISTORY

Program Administrators (PAs) can view previously submitted Virtual Payment requests via the **Payment Requests** feature.
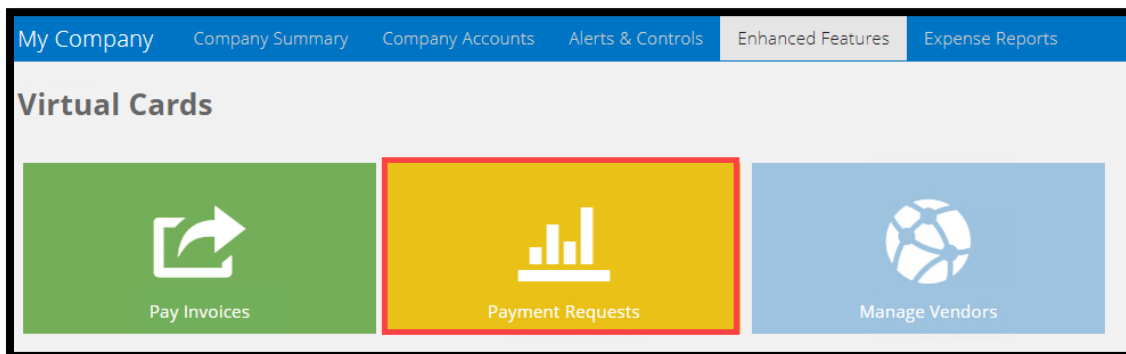
Search a custom date range to see a list of virtual card requests or select a recent request from the list displayed. The screen will display the virtual card details that have been requested. Click the **View/Modify** button to obtain the details of an individual virtual card payment request.

From the payment details page, PAs can cancel a virtual card request by clicking the **Cancel Card** button. *Clicking on Cancel Card immediately cancels the card and it cannot be reversed.* This will render the virtual card unusable by the vendor to whom it was sent.

PAs can resend notification emails to vendors by clicking the **Resend Card** button. If necessary, the PA has the option to modify Payment Controls, Notes and Miscellaneous Information before resending a manually entered, single virtual card payment request.

If payment is modified, click the **Save Changes** button. A notification email will automatically be resent to the vendor.

A Program Administrator may download the historical data into a .CSV file by clicking the download icon.

VIRTUAL CARD REPORTING

From the My Company landing page, click on the **Reporting** tile to access the Virtual Card reconciliation report and the Virtual Card Vendors report.
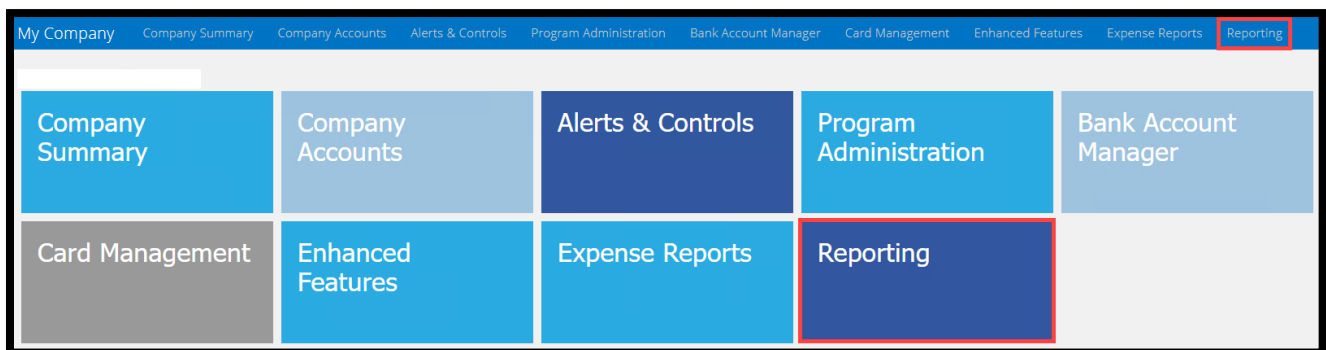
The Business Card Virtual Card report will provide a means for companies to track, reconcile and manage their virtual card requests and associated payment transactions.

The Business Card Virtual Card Vendors report will provide a means for companies to track and audit settings for every virtual card vendor in the program.

Addition information: Under the Columns header, the user can select the specific data elements to include in the report. User can sort and filter the report data. Once a report is created, the user can save, share and schedule the report to run automatically on a select schedule.

EXPENSE REPORTS

Expense Reporting provides functionality that allows employee cardholders to create, allocate and electronically submit expense reports for approval and retention. The Expense Reports feature also provides the following:

- Daily access to credit card transactions for inclusion in expense reports
- Entry of other eligible expenses, including mileage expenses, out-of-pocket cash expenses, and expenses incurred on other credit cards
- Capture and retention of receipt images
- Submission of expense reports for management review and approval
- Configuration of report-level and expense-level information, along with notification options
- Accounts Payables data extract files

Expense reporting is an enhanced feature available on all business card products. To access this feature, the financial institution must enable expense reporting for the company. Due to the configuration requirements for setting up expense reporting, a separate *Expense Reports Program Administrator User Guide* was created to help guide users through all the functionality available.

FLEET CARDS

Fleet cards are specialized commercial cards used to control and monitor company expenses associated with fuel and maintenance for vehicles or heavy equipment. The application for a Fleet Card captures initial setup data for a company's fleet card program.

There are two available fleet options, Driver-Issued Cards and Vehicle-Issued Cards. When the applicant makes their choice, they are then presented specific fuel pump prompting options based on their choice.

1. Driver-Issued Cards

2. Vehicle-Issued Cards

Once the application is approved and the company account is established on the card platform, the company's fleet card program can be configured.

Enhanced Features – Fleet Cards. This feature allows the company Program Administrator to establish tables of Driver IDs/PINs and/or valid Vehicle IDs/PINS used for fuel pump validation purposes.

The ID/PIN configuration step is required only if the company requires their employee cardholders to enter IDs/PINs at the fuel pump or point-of-sale. Do not establish the ID/PIN tables when either the **No Prompting** or **Prompt for Odometer Reading Only** options are selected.

When the employee cardholder enters an ID or PIN, it is validated against the company ID/PIN tables. If there is a match on the ID/PIN, then the authorization can be approved.

Company Accounts – To create additional Fleet Cards, complete the online cardholder form. If a vehicle-issued card is being requested, type in the vehicle make and model for the first and last name. For example, Ford F250. Also, create a DOB and SSN that can be easily remembered by the cardholder. This information is required when accessing customer service to report a lost card or requesting service.

Company Accounts

Add New Account

Enter information in the fields below to establish a new account for an employee. A credit card for this new account will be mailed to the address defined below.

* indicates a required field.

Name *	First / Middle / Last
DOB *	Month / Day / Year
SSN *	
Primary/Home Phone *	
Work Phone	
Requested Spending Limit *	$ .00

Do NOT input the name of the company in the Street Address field below. It will be automatically added as part of the new account set-up.

Street Address *	
Line 2	Unit/Apt
	City* / North Carolina / Zip*

The bottom section of the online cardholder form displays two fleet card options, Driver-Issued card or Vehicle-Issued card. Depending upon the selection, specific prompt options will display. Select the prompt preference for the card. This data is stored in the chip and/or magnetic stripe of the card.

Do NOT input the name of the company in the Street Address field below. It will be automatically added as part of the new account set-up.

Street Address *	
Line 2	Unit/Apt
	City* / North Carolina / Zip*

Will the new card be used by an Employee or will it be assigned to a Vehicle?

○ Driver-Issued Card ❓
○ Vehicle-Issued Card ❓

Cancel Submit

Changing a Fleet Card's parameters – Under the **Company Accounts** tile, select the fleet card from the account list, then click on the **Fleet** tile.

Next, click on the **Change** button.

Enter the fleet card maintenance changes. When the type of Fleet Card is selected, the corresponding prompt options will display. After the prompt selection, click the **Save** button. The new fleet card will be created after 2 business days and shipped to the company contact.

Fleet Management Reporting – Select the **Reporting** tile to access the Program Administration fleet reports.

There are three fleet specific reports in the report's menu. The **L2/L3 Fleet** report and the **L2/L3 Select** report reports level 2 and level 3 transaction detail and point of sale prompting data to help companies

manage and monitor the fleet card program. The Fleet ID Table report helps manage PINs or IDs used for prompting and validation.

You have reached the end of the Program Administrator User Guide. If you have questions or need additional information, please contact customer service: 1.833.433.9227 / (833) 4-DEXCARD