

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.

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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%7C637678282081091061%7CUnknown%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCQjIjoiV2luMzliLjBjIi6k1haWw%7CjXVCI6Mn0%3D%7C1000&data=NxYuoGHPv%2BhReow%2FNruEhDDYoPflpplmtatcDy67os%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%7CTWFpbGZsb3d8eyJWljoIMC4wLjAwMDAiLCQjIjoiV2luMzliLjBjIi6k1haWw%7CjXVCI6Mn0%3D%7C1000&data=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:

- Company ID (this can be found within the Program Administrator welcome email)
- Social Security Number
- Billing Zip Code
- Username (this can be found within the Program Administrator welcome email)
- Click “Next” to continue the registration process

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.

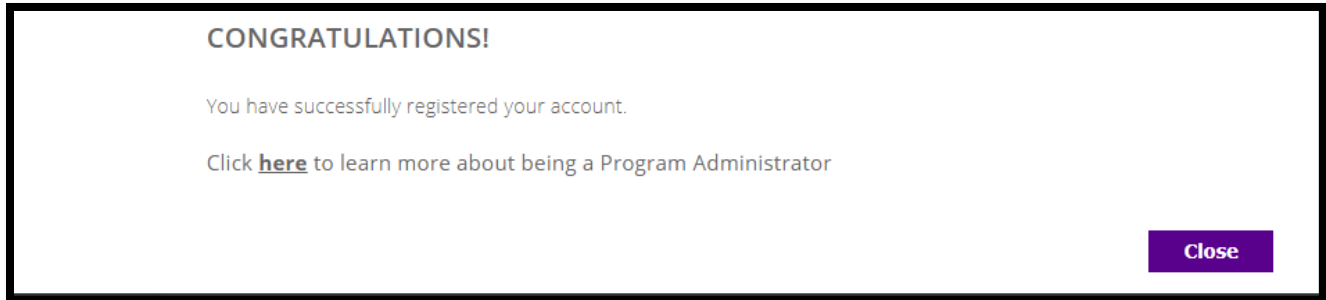
Definitions

☐ 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.



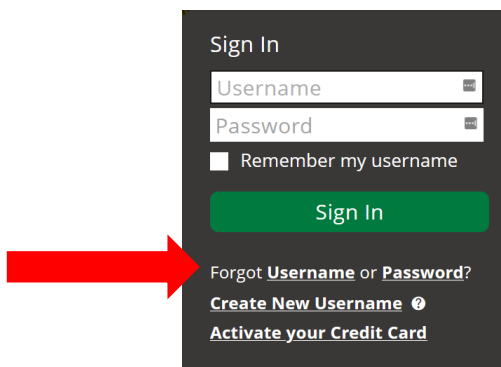
Select the “Close” button to be redirected to the company’s landing page.

REQUESTING USERNAME

If the Program Administrator Username is forgotten:

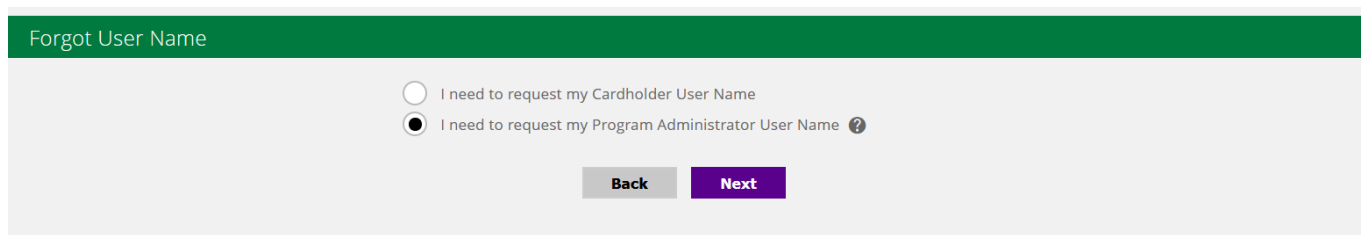
STEP 1

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”.

A form titled "Forgot User Name" with a green header bar. Below the header, there are two radio button options: "I need to request my Cardholder User Name" (unselected) and "I need to request my Program Administrator User Name" (selected). At the bottom, there are two buttons: "Back" and "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

The screenshot shows a form titled "Forgot User Name" with a green header. The form contains the following fields: "Name" with sub-fields for "First" and "Last"; "DOB" with dropdowns for "Month", "Day", and "Year"; "SSN" with a text input and a help icon; and "Billing Zip Code" with a text input. At the bottom are "Back" and "Next" buttons.

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. *To change this phone number, access the Program Administration feature.* Click the “**Next**” button.

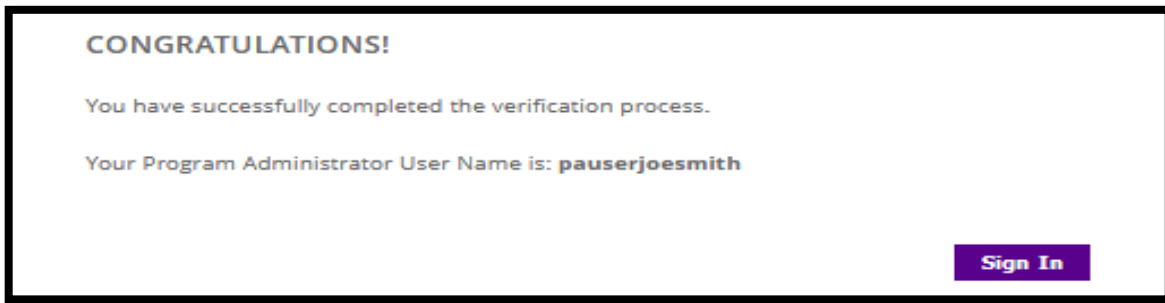
The screenshot shows a screen with the heading "Need to change your contact info?" and a note: "If this contact information is no longer valid, please contact us at 833-433-9227". Below this are two radio button options: "Text XXX-XXX-4567" and "Email ***smith@abccompany.com". A disclaimer states: "By selecting one of these contact options, you are providing a one-time authorization for us to send you a temporary code. For mobile, message and data rates apply." At the bottom are "Back" and "Next" buttons.

STEP 5

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

The screenshot shows a modal window titled "Please input the verification code that was just sent to you." with a close button (X) in the top right. It contains a "Verification Code" label and a text input field. At the bottom are "Cancel", "Next", and "Resend Verification Code" buttons.

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



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.

A dark gray rectangular box representing a sign-in form. It contains the following elements from top to bottom: the text "Sign In", a "Username" input field, a "Password" input field, a checkbox labeled "Remember my username", a green "Sign In" button, and a section with the text "Forgot Username or Password?". Below this text are three links: "Create New Username" with a question mark icon, and "Activate your Credit Card". A large red arrow points from the right towards the "Forgot Username or Password?" text.

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

A form titled "Change Password" with a green header bar. The form fields are: "User Name" with a required asterisk and a question mark icon; "DOB" with a required asterisk and three dropdown menus; "SSN" with a required asterisk and a question mark icon; and "Billing Zip Code" with a required asterisk. At the bottom, there are two buttons: a gray "Back" button and a purple "Next" button.

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.

Change Password

For security purposes, we need to confirm your identity through a quick verification process. Please select your preferred method to receive a temporary code you'll need to enter in the next step.

☐ Text XXX-XXX-9999

☐ Email ***vanaugh@corsersolutions.com

By selecting one of these contact options, you are providing a one-time authorization for us to send you a temporary code. For mobile, message and data rates apply. Text messages will only be sent to a mobile phone.

Back

Next

Need to change your contact info?

If this contact information is no longer valid, please contact us at

833-433-9227

STEP 4

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

Cancel

Next

Resend Verification Code

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

Congratulations!

You have successfully completed the verification process. Input your new Password below.

New Password

?

Confirm Password

Change Password

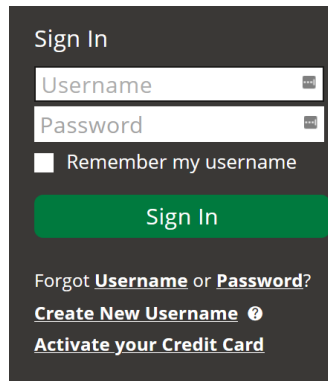
The system will redirect to the landing page. Input the Username and new Password to access the company and sign into the card portal.

SIGNING INTO THE PORTAL

Access the card portal and view program information for both the company and all cards:

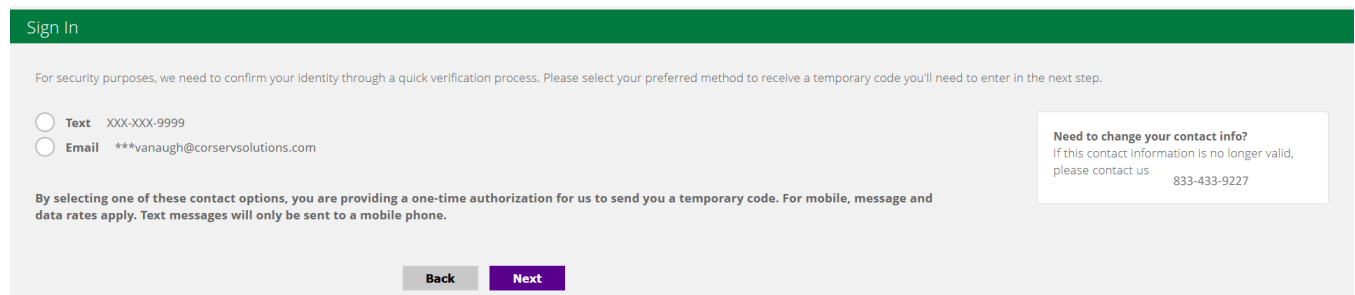
STEP 1

Enter Username and Password and click on the “**Sign In**” button.

A dark gray rectangular box containing a 'Sign In' form. At the top, the text 'Sign In' is displayed. Below it are two input fields: 'Username' and 'Password', each with a small eye icon to its right. Under the password field is a checkbox labeled 'Remember my username'. A large green button with the text 'Sign In' is positioned below the checkbox. At the bottom of the box, there are three links: 'Forgot Username or Password?', 'Create New Username ?' (with a question mark icon), and 'Activate your Credit Card'.

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.

A light gray rectangular box representing a two-factor authentication screen. At the top is a green header bar with the text 'Sign In'. Below the header, a message states: 'For security purposes, we need to confirm your identity through a quick verification process. Please select your preferred method to receive a temporary code you'll need to enter in the next step.' There are two radio button options: 'Text XXX-XXX-9999' and 'Email ***vanaugh@corsersolutions.com'. Below these options, a disclaimer reads: 'By selecting one of these contact options, you are providing a one-time authorization for us to send you a temporary code. For mobile, message and data rates apply. Text messages will only be sent to a mobile phone.' At the bottom right, there is a white box titled 'Need to change your contact info?' with the text: 'If this contact information is no longer valid, please contact us 833-433-9227'. At the bottom of the screen are two buttons: a gray 'Back' button and a purple '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

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.

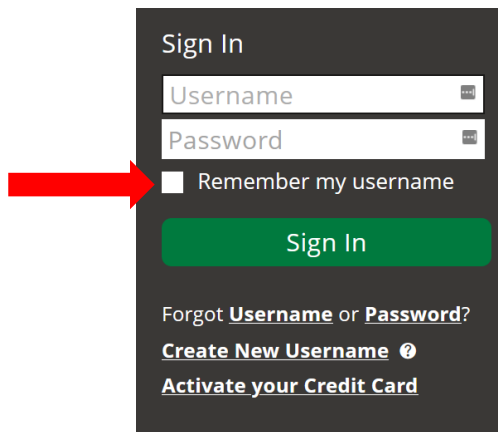
Do you want this device to be remembered?

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

☐ Remember my username

Sign In

Forgot [Username](#) or [Password](#)?

[Create New Username](#) ?

[Activate your Credit Card](#)

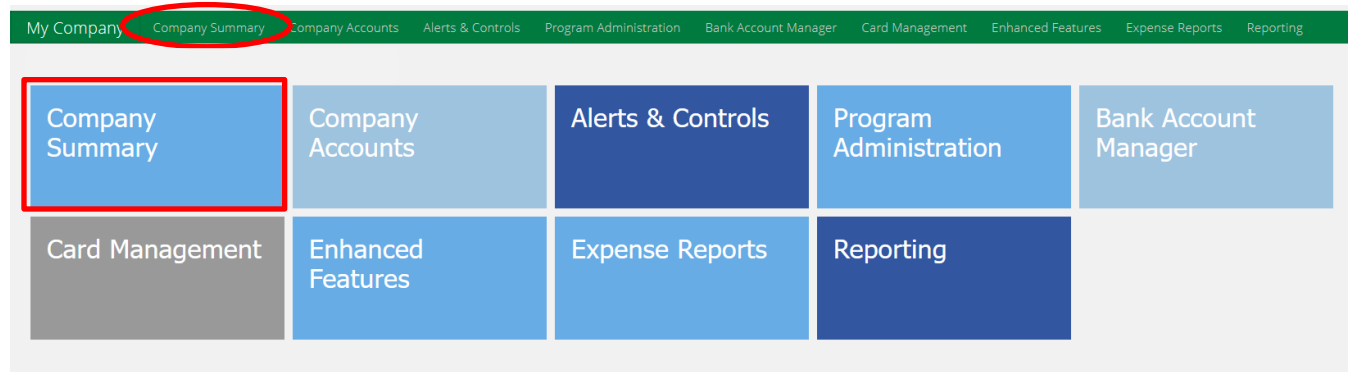
NAVIGATING THE CARD PORTAL

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.

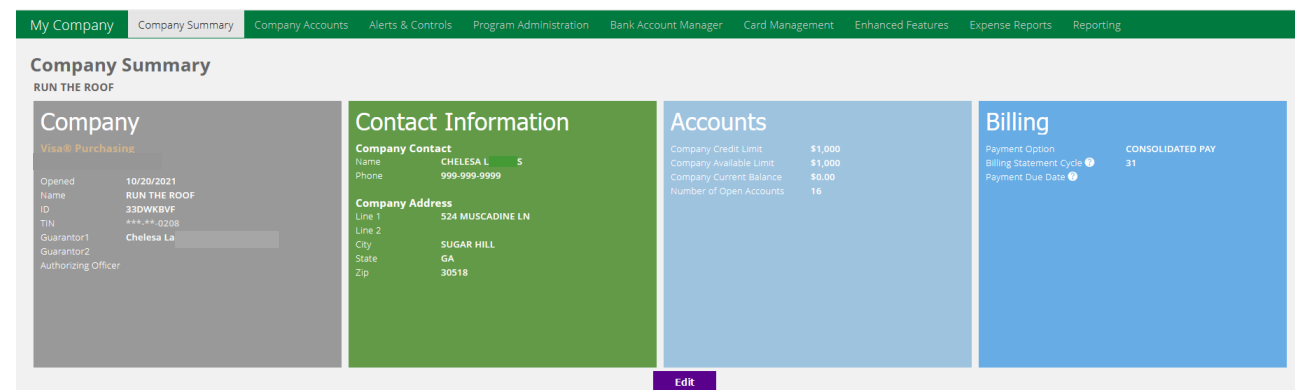
COMPANY SUMMARY

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 Summary

Company

Mastercard® Purchasing

Opened

Name

ID

TIN

Guarantor1

Guarantor2

Authorizing Officer

Contact Information

Company Contact

Name

Phone

Email

Company Address

Line 1

Line 2

City

State

Zip

Accounts

Company Credit Limit \$50,000

Company Available Limit \$32,100

Company Current Balance \$0.00

Number of Open Accounts 13

Billing

Payment Option

Billing Statement Cycle 31

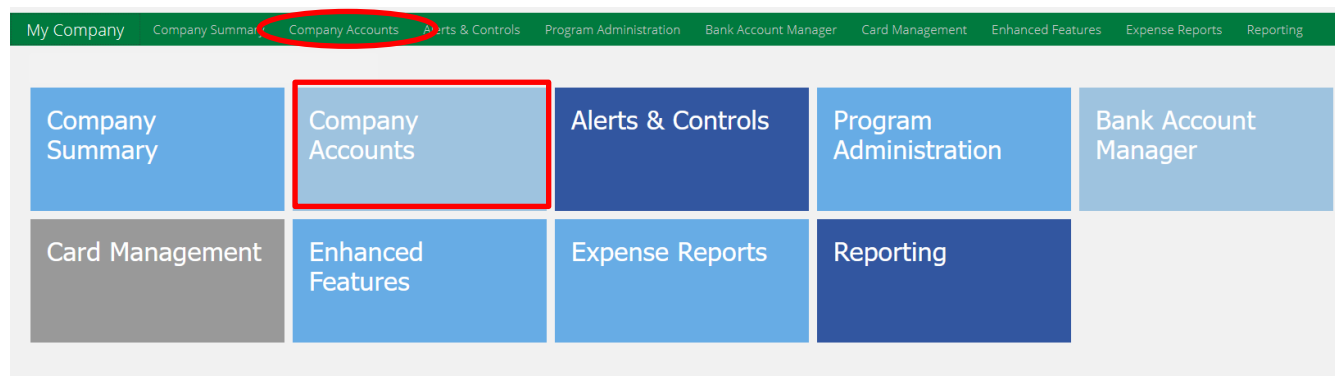
Payment Due Date 25

CONSOLIDATED PAY

Save Cancel

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.

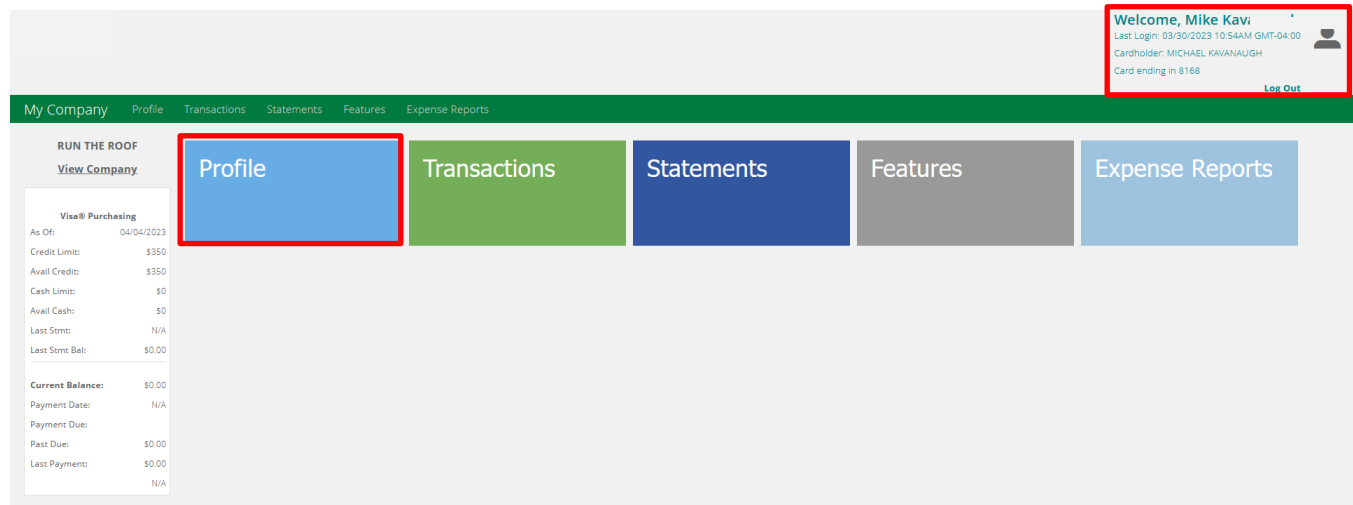
Click on a line item on the **Company Accounts** list to drill down into the details and services for a specific card.

Company Accounts									
RUN THE ROOF									
<div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> <div>+</div> </div> <div>search</div>									
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.

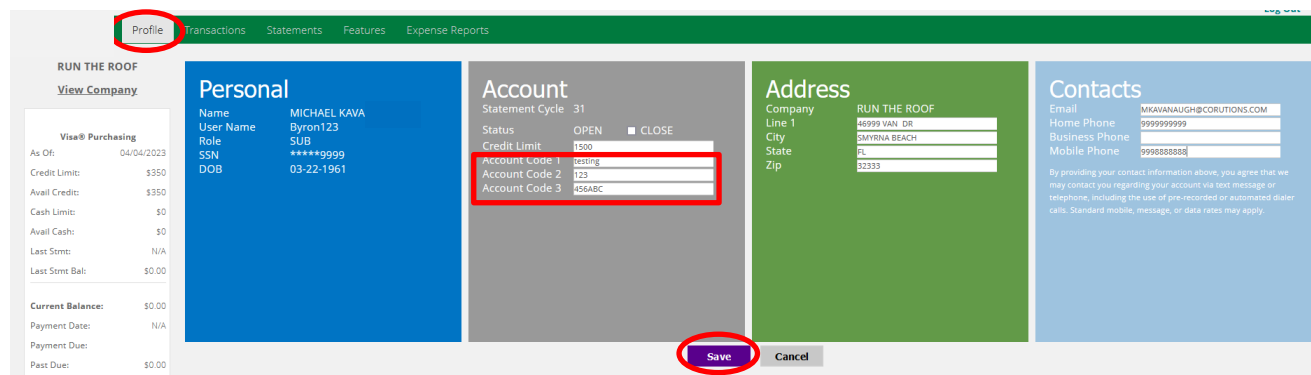


PROFILE:

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.



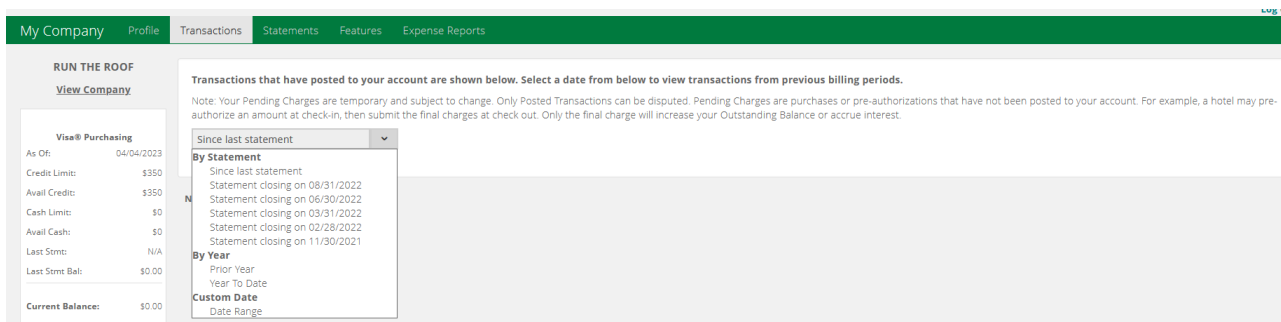
Additional Information: When reviewing a Purchasing Card or Fleet Card, the Account tile will display 3 Account Code fields which can house company-defined employee data such as cost center #, department name and employee ID. These data fields are available for inclusion in the transaction and account management reports.

TRANSACTIONS:

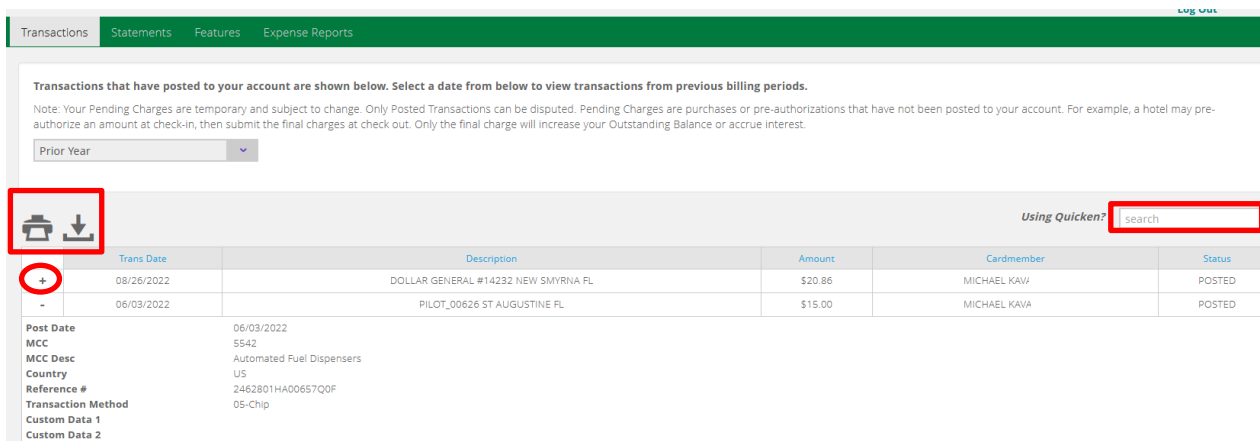
To view transactions for an account, click **“Transactions”** in the header or click on the **Transactions** tile.



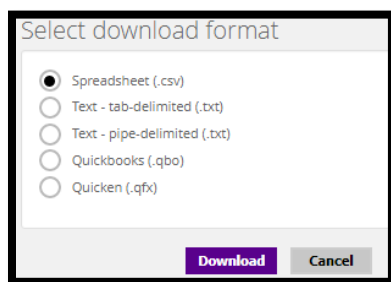
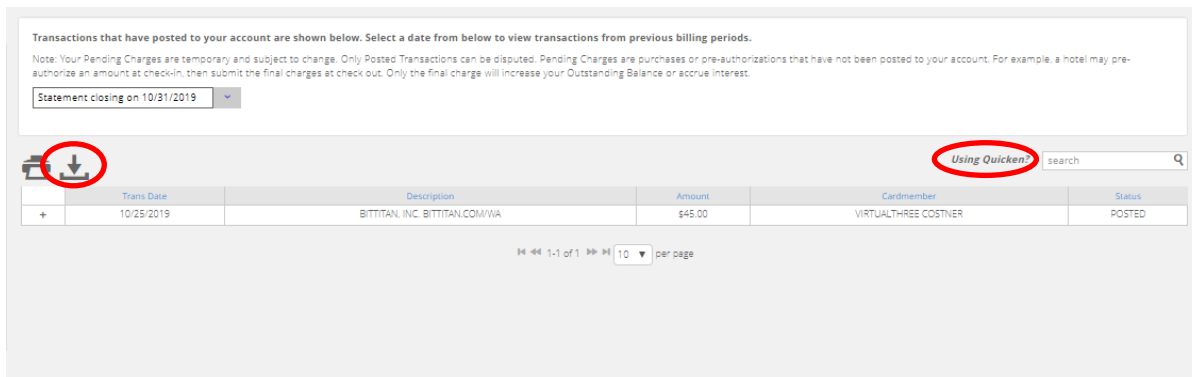
The system presents a date range drop down menu with several options. Select an option and the screen will display the transaction results.



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.

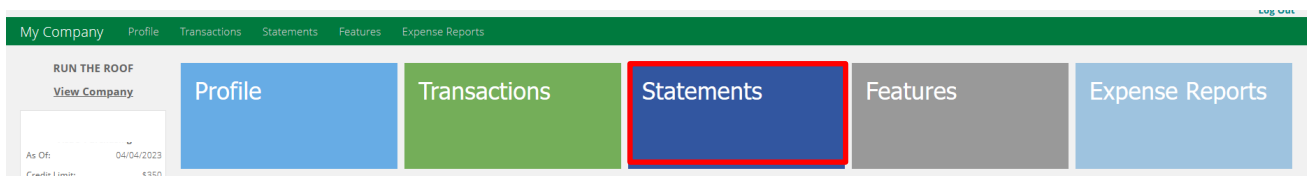


Select the download option by clicking the icon. The system displays a choice of formats. Quicken users can mouse over the link, **Using Quicken?**, to retrieve important information pertaining to integrating transaction data.

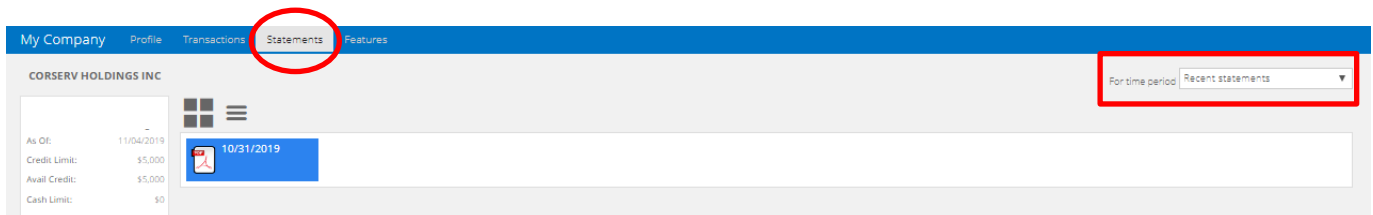


STATEMENTS:

To access the PDF images of the statements for a specific account click the **Statements** header or tile.

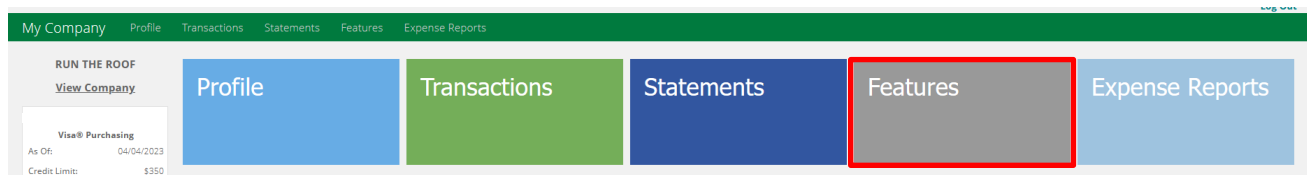


The system will populate all recent statements for the calendar year. Click on the PDF icon to view and download the official statement. All statements from the current year are displayed. Access previous year statements by changing the **For time period** setting in the upper right corner.

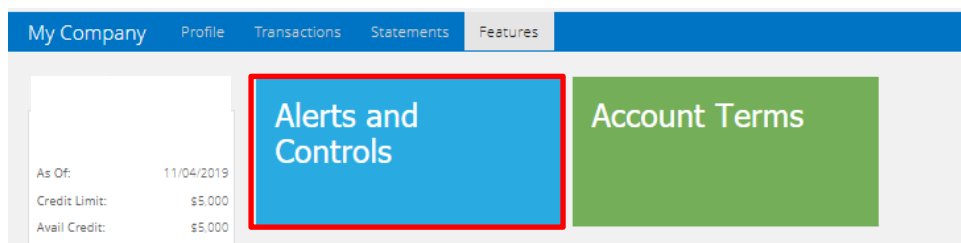


FEATURES:

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.

A screenshot of the 'Alerts and Controls' setup page. The top navigation bar is green with links: 'Transactions', 'Statements', 'Features', and 'Expense Reports'. The main heading is 'Alerts and Controls'. Below the heading is a row of buttons: 'Set Up Contact Information' (highlighted with a red border), 'Set Alert Preferences', 'View Summary', and 'View History'. A paragraph of text explains that setting contact information allows for card-specific notifications. Below this is a form titled 'Set Contact Information' with four input fields: 'Email 1' (containing 'mikek@aol.net'), 'Email 2' (empty), 'Mobile 1' (containing '6156776767'), and 'Mobile 2' (containing 'i.e. 1234567890'). At the bottom of the form is a disclaimer: 'We may contact you at any cell number you provide. You agree to receive messages such as text or email to service your account or to send you notifications. You understand that normal cell phone data charges may apply.' Below the disclaimer is a purple 'Save and Continue' button.

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.

Alerts and Controls

[Set Up Contact Information](#) >> [Set Alert Preferences](#) >> [View Summary](#) >> [View History](#)

Setting Alerts and Controls

Select from the list below when you want to be alerted about activity on your card(s) and to control when and where your card is used.

Make a selection

- Temporarily block use of my card
- Alert: Daily Available Credit
- Alert: When a charge is made online, by phone, or by mail
- Alert: When a charge is made over a threshold
- Alert: When a charge is made outside the 50 United States
- Alert: When my credit card is declined

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.

Alerts and Controls

[Set Up Contact Information](#) >> [Set Alert Preferences](#) >> [View Summary](#) >> [View History](#)

Setting Alerts and Controls

Select from the list below when you want to be alerted about activity on your card(s) and to control when and where your card is used.

Alert: When my credit card is declined

Transaction-based Notifications	Select card for which control applies	Email 1	Email 2	Mobile 1	Mobile 2
When my credit card is declined	STACY DETWEILER Ending in 3863	mikek@aol.net	not used	615-677-6767	not used
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1-1 of 1 per page

Save

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.

Payments Transactions Statements Features

Profile

Payments

Transactions

Statements

Features

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.

The screenshot shows the 'New Payment' form. The top navigation bar includes 'My Company', 'Profile', 'Payments', 'Transactions', 'Statements', and 'Features'. The 'My Company' tab is highlighted with a red box. On the left sidebar, there are four options: 'New Payment', 'Electronic Payment History', 'Manage Payment Accounts', and 'Auto-Pay'. The first three options are highlighted with a red box. The main form area has the following fields: 'Amount' (with a dropdown menu), 'Date' (with a dropdown menu), 'Account' (with a dropdown menu), and 'Notification' (with a dropdown menu). Below the 'Notification' field, there is a note: 'To edit or delete an email go to the [MyProfile](#) page.' A 'Next' button is located at the bottom left of the form area.

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.

The screenshot shows the 'Company Accounts' page. The page is divided into two rows of buttons. The top row contains 'Company Summary', 'Company Accounts', 'Alerts & Controls', 'Program Administration', and 'Bank Account Manager'. The bottom row contains 'Card Management', 'Enhanced Features', 'Expense Reports', and 'Reporting'. The 'Company Accounts' button is highlighted with a red box.

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.

My Company Company Summary Company Accounts Alerts & Controls Program Administration Bank Account Manager Card Management Enhanced Features Expense Reports Reporting									
Company Accounts									
RUN THE ROOM									
<div> <div>+</div> <div> Add Account Add Virtual Sub Add Ghost Sub </div> </div>									
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 VIRTUALEST2	\$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	
8	VIRTUAL SUB	N	KATE VIRTUALEST3	\$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.

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 Company address defined on the Card Management/Card Shipping tile.

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 *

57 GLEN DR STE 8

Line 2

Unit/Apt

ATLANTA

Georgia

30344

Cancel

Submit

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 Accounts

Add New Ghost Sub Account

Enter information in the fields below to establish a new Ghost Card Sub Account.

Name *

First

Middle

Last

Spending Limit *

\$.00

Expiration Date

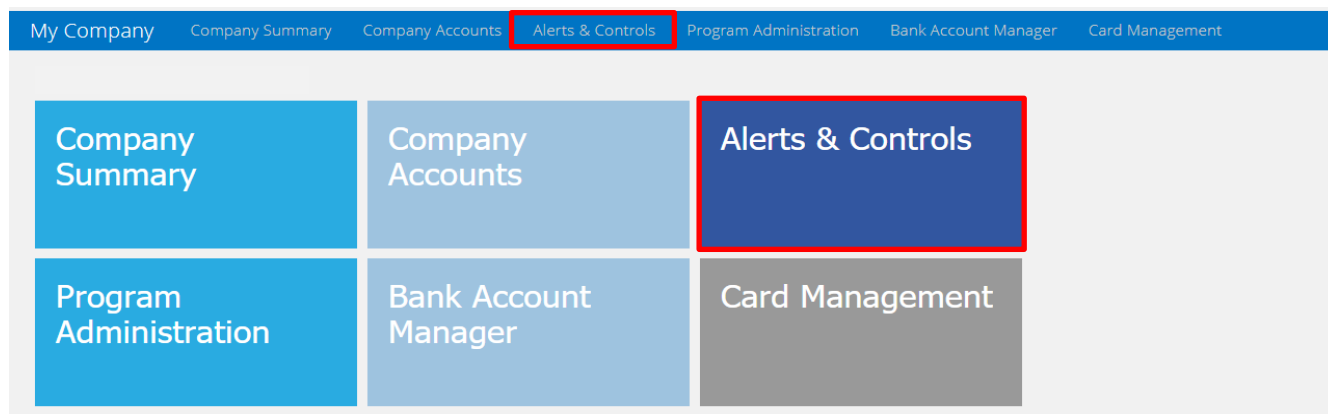
Expire in 36 months

Cancel

Submit

COMPANY LEVEL ALERTS & CONTROLS

From the **My Company** landing page, click on the **Alerts & Controls** panel or tile.

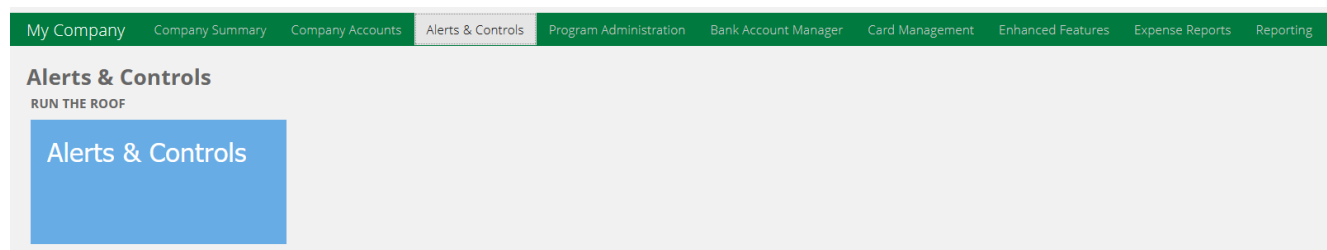


NOTE: Some of the features shown in this illustration may not be available on all products

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.

Alerts and Controls

[Set Up Contact Information](#) >> [Set Alert Preferences](#) >> [View Summary](#) >> [View History](#)

By setting your contact information for Alerts and Controls, you will be able to receive card-specific notifications based on the preferences you set. This powerful tool lets you get the information you want, when and where you want it. To manage the security and usage of your card(s), you may also set up controls on how and where each card is used. You can choose to receive alerts by email on any computer and/or a text-enabled phone or mobile device. The first step is to provide your contact information below.

Set Contact Information

Email 1

Email 2

Mobile 1

Mobile 2

We may contact you at any cell number you provide. You agree to receive messages such as text or email to service your account or to send you notifications. You understand that normal cell phone data charges may apply.

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

My Company Company Summary Company Accounts Alerts & Controls Program Administration Bank Account Manager

Alerts and Controls

[Set Up Contact Information](#) >> [Set Alert Preferences](#) >> [View Summary](#) >> [View History](#)

Setting Alerts and Controls

Select from the list below when you want to be alerted about activity on your card(s) and to control when and where your card is used.

Temporarily block use of my card

Decline all transactions outside the U.S

Prohibit my card from use at these types of merchants

Limit the amount that can be spent per day

Limit the amount of a single transaction to

Alert: Daily Available Credit

Alert: Balance Threshold

Alert: Balance Notification

Alert: Before my payment is due

Alert: When my payment posts

Alert: If my payment goes past due

Alert: When a charge is made online, by phone, or by mail

Alert: If my payment goes past due

Alert: When a charge is made online, by phone, or by mail

Alert: When a charge is made over a threshold

Alert: When a charge is made outside the 50 United States

Alert: When my credit card is declined

Limit the number of transactions

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.

My Company
Company Summary
Company Accounts
Alerts & Controls
Program Administration
Bank Account Manager
Card Management

Alerts and Controls

Set Up Contact Information
>>
Set Alert Preferences
>>
View Summary
>>
View History

Setting Alerts and Controls

Select from the list below when you want to be alerted about activity on your card(s) and to control when and where your card is used.

Decline all transactions outside the U.S

Control when my card(s) can be used	Select card for which control applies	Email 1	Email 2	Mobile 1	Mobile 2
Decline any transaction outside the U.S (excludes online transactions) Add this alert for another card	MIKE KAV Ending In 0342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

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.

Set Up Contact Information
>>
Set Alert Preferences
>>
View Summary
>>
View History

Summary of Alerts and Controls

Below are the alerts and controls that have been set for this account.

Control when my card(s) can be used	Select card for which control applies	Email 1	Email 2	Mobile 1	Mobile 2
Decline any transaction outside the U.S (excludes online transactions)	MIKE KAV Ending In 0342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control how and where my card(s) can be used	Select card for which control applies	6@gmail.com	not used	615-600-0000	not used
Allow my card to be used at specific types of merchants Travel	MIKE KAV Ending In 0342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance Notifications	Select card for which control applies	6@gmail.com	not used	615-600-0000	not used
When my balance reaches or exceeds 2500	MIKE KAV Ending In 0342	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Notifications	Select card for which control applies	6@gmail.com	not used	615-600-0000	not used
No User Selected Alerts found for 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.

My Company Company Summary Company Accounts Alerts & Controls Program Administration Bank Account Manager Card Management Reporting Enhanced Features

Alerts and Controls

[Set Up Contact Information](#) >> [Set Alert Preferences](#) >> [View Summary](#) >> [View History](#)

Alerts and Controls - Notification History

Below are the Alerts and Controls notifications that have been sent for this account in the last 60 days.

Select an account

Alerts and Controls - Enrollment/Un-Enrollment History

Select an account

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.

[Set Up Contact Information](#) >> [Set Alert Preferences](#) >> [View Summary](#) >> [View History](#)

Setting Alerts and Controls

Select from the list below when you want to be alerted about activity on your card(s) and to control when and where your card is used.

Limit the amount that can be spent per day

		Email 1	Email 2	Mobile 1	Mobile 2
Control how and where my card(s) can be used	Select card for which control applies	mkavan@corsolutions.com	dlamhe@corsolutions.com	615-615-6155	not used
Limit the amount that can be spent per day to	MICHAEL KAVA Ending in 8168 x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

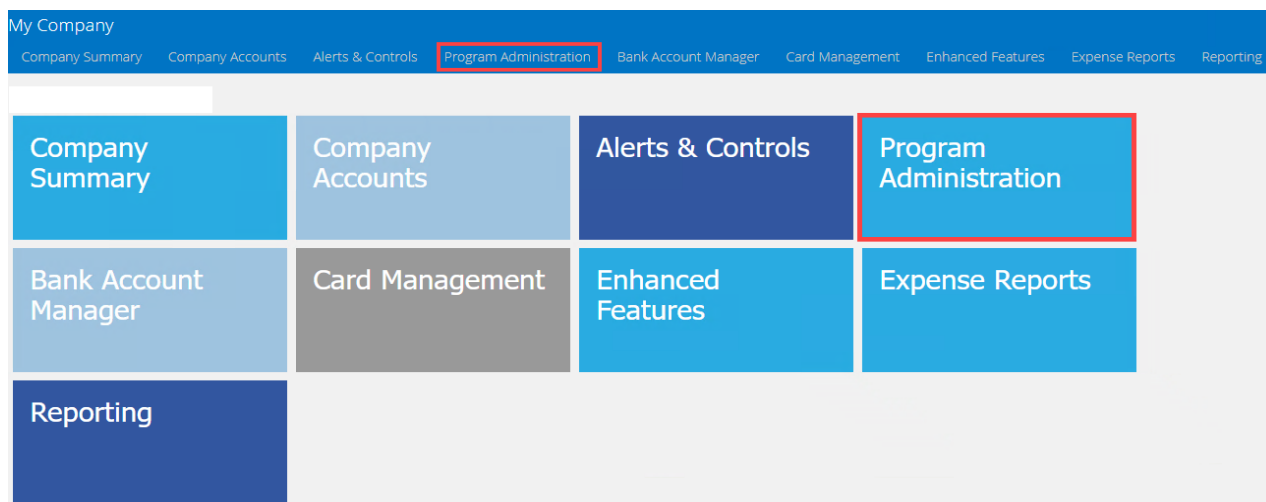
+ Add this alert for another card

1-1 of 1 10 per page

Save

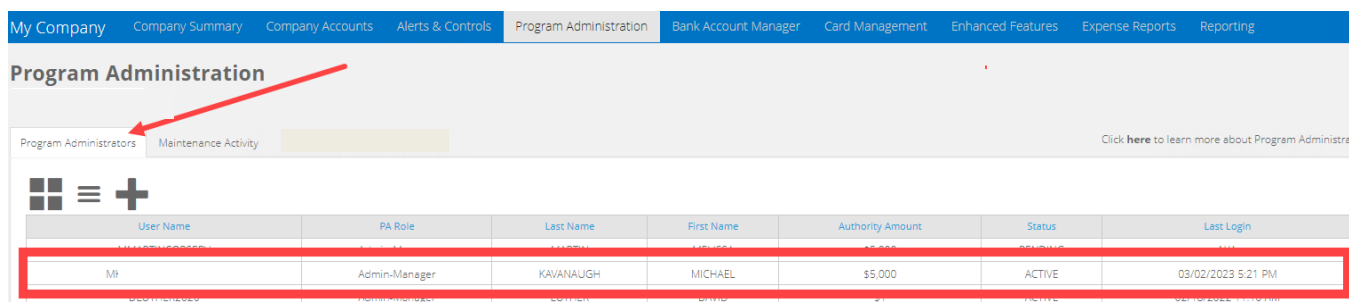
PROGRAM ADMINISTRATION

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.

Program Administration

Program Administrators

Maintenance Activity

Upload Program Administrators

Update Program Administrator

PA Role *Admin-Manager

Name *JOETESTER

DOB *01011991

Work Phone *9999999999

Last Four of SSN9999

Work Zip Code *99999

User Name

Login StatusACTIVE

Email *

Authority Amount *\$1000

☐ Check here to authorize up to the Company Credit Line

Delete User

Resend Registration Email

Cancel

Submit

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.

Program Administrators	Maintenance Activity	Upload Program Administrators	Click here to learn more about Program Administrators		
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.

My Company

Company Summary Company Accounts Alerts & Controls **Program Administration** Bank Account Manager Card Management Enhanced Features Expense Reports Reporting

Program Administration

Program Administrators Maintenance Activity [Click here to learn more about Program Administration](#)

User Name	PA Role	Last Name	First Name	Authority Amount	Status	Last Login
MM	Admin-Manager	M	M	\$5,000	PENDING	N/A
MK	Admin-Manager	K	M	\$5,000	ACTIVE	03/13/2023 1:12 PM
DL	Admin-Manager	L	D	\$1	ACTIVE	02/18/2022 11:10 AM

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.

My Company Company Summary Company Accounts Alerts & Controls

Program Administration


Program Administrators Maintenance Activity Upload Program Administrators

Add Program Administrator

PA Role * Admin-Manager 


Name * TEST USER

DOB * 01 14 1986


SSN * 999999999 

Work Phone * 999999999

Work Zip Code * 99999

User Name * TESTUSER 

Email * TEST@TEST.COM

Authority Amount * \$ 1000 

☐ Check here to authorize up to the Company Credit Line

Admin-Manager: Provides access to ALL company card Program Administration (PA) features. ONLY role with ghost card account number access.

Admin-Tier 1: Admin-Manager authority minus adding/editing PA users, card activation, card shipping, and decisioning/configuring Expense Reports. Role can view and edit Expense Report drafts only.

Admin-Tier 2: Provides Admin-Tier 1 authority minus creating company accounts and editing company summary data. This role can access card activation & card shipping.

PA-Manager: Provides all access to Expense Reporting minus the GL configuration. NO access to Virtual Cards. NO access to Program Administration features. Can only view company accounts. Role is commonly used as first approver for submitted Expense Reports.

PA-Accounting: Provides all access to Expense Reporting and Virtual Card minus vendor management. No access to Program Administration features EXCEPT view company accounts. Role is commonly used as second approver for submitted Expense Reports.

PA-Delegate: Only allows access to creating, editing and submitting expense reports for designated accounts and access cardholder features.

PA-Pmts Only: Allows PA user to view the program information and make payments on behalf of the company.

PA-View Only: Allows PA user to view the program information only.

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.

<u>Program Administrator Roles</u>	<u>Description</u>
Admin-Manager	<ul style="list-style-type: none"> • Select this Role for the company's main Administrator • Provides access to all company card PA features.
Admin-Tier 1	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • This role is for <i>Expense Reporting only</i>. Provides the ability to decision expense reports for their designee as first approver. • Role restricted from GL configuration of Expense Reports.
PA-Delegate	<ul style="list-style-type: none"> • This role is for <i>Expense Reporting only</i>. 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	<ul style="list-style-type: none"> • View access only. Role prohibits editing, adding or deleting any data. • Used for internal Auditor role.
PA-Payments Only	<ul style="list-style-type: none"> • 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
<input type="checkbox"/>	3814	SUB	N	Van MORRISON	\$0.00	\$10	\$10	OPEN	11/2025
<input type="checkbox"/>	0540	VIRTUAL SUB	N	AP I PAYMENTS	\$0.00	\$3,000	\$3,000	OPEN	03/2024
<input type="checkbox"/>	1051	GHOST SUB	N	ATT FIBER	\$0.00	\$1	\$1	OPEN	08/2023
<input type="checkbox"/>	9085	SUB	N	DAN MULLEN	\$0.00	\$50	\$50	CLOSED	03/2025
<input type="checkbox"/>	1380	VIRTUAL SUB	N	DO N USE	\$0.00	\$100	\$100	OPEN	03/2024
<input type="checkbox"/>	0516	SUB	N	MELISSA MARTIN	\$0.00	\$5,000	\$5,000	OPEN	03/2024
<input type="checkbox"/>	0532	GHOST SUB	N	VERIZON WIRELESS	\$29.99	\$5,000	\$4,970	OPEN	03/2027
<input type="checkbox"/>	4314	SUB	N	MICHAEL KAVANAUGH	\$544.75	\$750	\$205	OPEN	03/2024
<input type="checkbox"/>	0508	CONTROL	N	ACCOUNTS PAYABLE	\$607.99	\$5,000	\$4,392	OPEN	03/2024
<input type="checkbox"/>	9291	SUB	N	CHARLES HAYWARD	\$0.00	\$1	\$1	CLOSED	04/2025
<input type="checkbox"/>	9101	SUB	N	DAN MULLEN	\$0.00	\$50	\$50	CLOSED	03/2025
<input type="checkbox"/>	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.

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

Bank Account Manager

Name	John Smith
Phone 1	7701234567
Phone 2	6781234567
Phone 3	
Email	jsmith@test.com

[Edit](#)

Click the **'Edit'** button to change data in any of the fields.

Once all changes have been made, click **'Save'**.

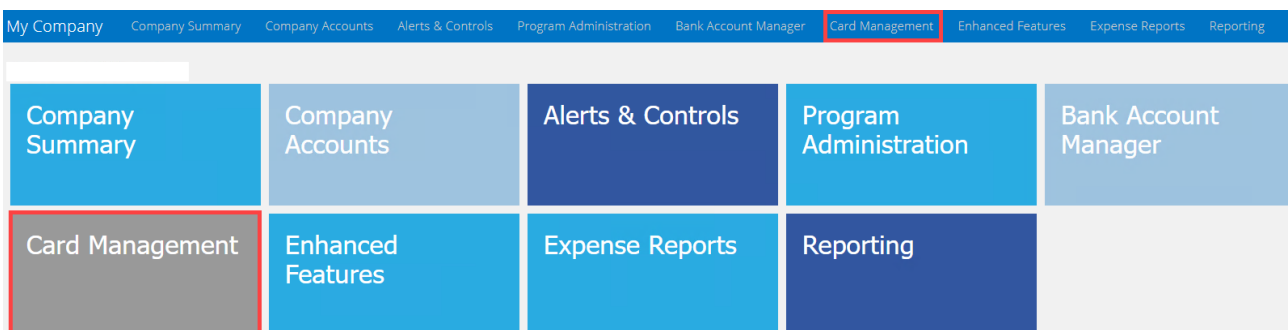
Bank Account Manager

First Name	John
Last Name	Smith
Phone 1	7701234567
Phone 2	6781234567
Phone 3	
Email	jsmith@test.com

[Save](#)

CARD MANAGEMENT

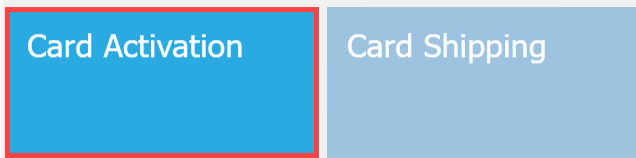
This feature allows a Program Administrator to activate card(s) and view/edit the company's primary contact for bulk shipping of plastics. Click on the **Card Management** tile or panel header.



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.



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	<input type="checkbox"/>
5308	SUB	NICOLE SMITHERS	<input type="checkbox"/>
3659	SUB	LANNA WRIGHT	<input type="checkbox"/>

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.



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
Attention
Address
Line 2
City
State
Zip
Contact Phone

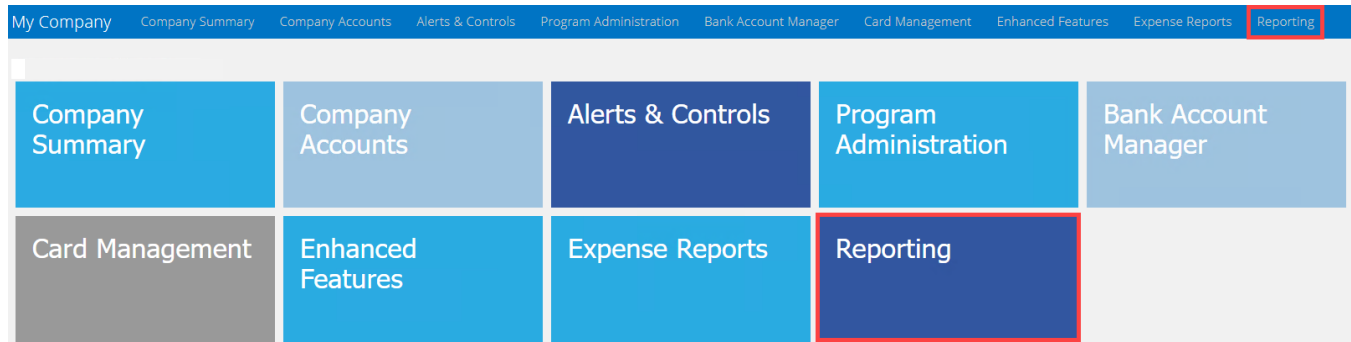
ABC S
SUSIE
123 ANY STREET
ADDING LINE 2
ATLANTA
GA
30305
7

Save

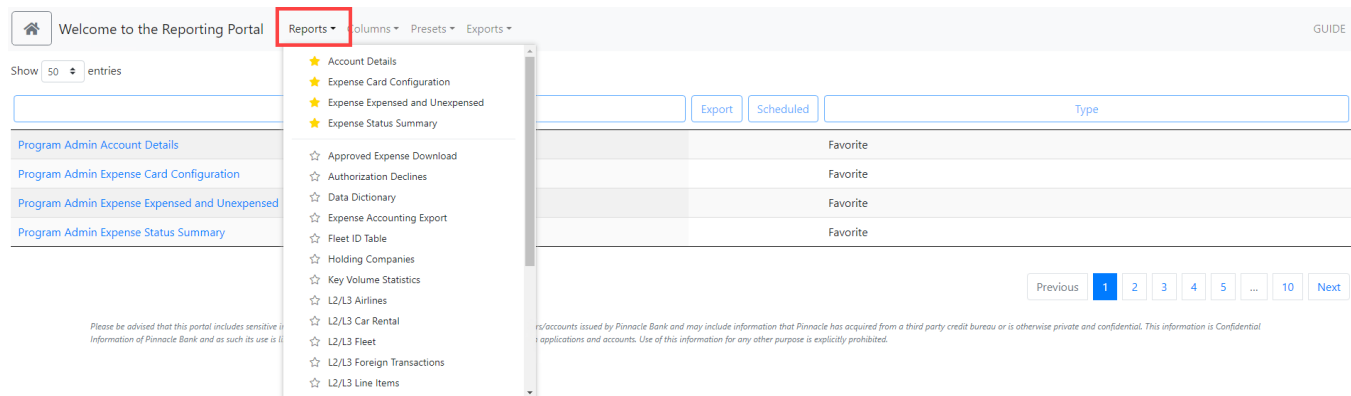
REPORTING

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.

<div> <div>Program Admin Account Details</div> <div>Reports</div> <div>Columns</div> <div>Presets</div> <div>Exports</div> <div>Settings</div> </div> <div>GUIDE</div>													
<div>Show 25 entries</div> <div>Sort by: Client</div>													
Account Type	Credit Line	Current Balance	Card Last 4	Date Card Expiration	Date Last Purchase	Date Last Statement	Date Opened	Status	Product Type	Card Activated	Spend Controls	Spend Alerts	Account Alerts
CONTROL	\$5,000.00	\$607.99	0508	03/31/2024	03/06/2023	02/14/2023	03/23/2020	OPEN	MC PCARD	YES	0	0	3
SUB	\$5,000.00	\$0.00	0516	03/31/2024	09/08/2022		03/23/2020	OPEN	MC PCARD	YES	3	0	0
SUB	\$750.00	\$0.00	4314	03/31/2024	03/03/2023		03/23/2020	OPEN	MC PCARD	YES	0	8	0
GHOST SUB	\$5,000.00	\$0.00	0532	03/31/2027	03/03/2023		03/26/2020	OPEN	MC PCARD	YES	0	8	0
VIRTUAL SUB	\$3,000.00	\$0.00	0540	03/31/2024			03/26/2020	OPEN	MC PCARD	YES	0	0	0
GHOST SUB	\$1.00	\$0.00	1951	08/26/2023			08/26/2020	OPEN	MC PCARD	YES	0	0	0
SUB	\$50.00	\$0.00	9085	03/31/2025			03/23/2021	CLOSED	MC PCARD	YES	0	0	0
SUB	\$50.00	\$0.00	9101	03/31/2025			03/23/2021	CLOSED	MC PCARD	YES	0	0	0
SUB	\$1.00	\$0.00	9291	04/30/2025			04/13/2021	CLOSED	MC PCARD	YES	0	1	0
SUB	\$10.00	\$0.00	3814	11/30/2025			11/15/2021	OPEN	MC PCARD	YES	1	2	0
SUB	\$300.00	\$0.00	5796	04/30/2026	03/03/2023		04/27/2022	OPEN	MC PCARD	YES	0	0	0
VIRTUAL SUB	\$100.00	\$0.00	1380	03/31/2024			09/25/2022	OPEN	MC PCARD	YES	0	0	0

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.

<div> <div>Program Admin Account Details</div> <div>Reports</div> <div>Columns</div> <div>Presets</div> <div>Exports</div> <div>Settings</div> </div> <div>GUIDE</div>													
<div>Show 25 entries</div> <div>Sort by: Client</div>													
Account Type	Credit Line	Current Balance	Card Last 4	Date Card Expiration	Date Last Purchase	Date Last Statement	Date Opened	Status	Product Type	Card Activated	Spend Controls	Spend Alerts	Account Alerts
CONTROL	\$5,000.00	\$607.99	0508	03/31/2024			03/23/2020	OPEN	MC PCARD	YES	0	0	3
SUB	\$5,000.00	\$0.00	0516	03/31/2024			03/23/2020	OPEN	MC PCARD	YES	3	0	0
SUB	\$750.00	\$0.00	4314	03/31/2024			03/23/2020	OPEN	MC PCARD	YES	0	8	0
GHOST SUB	\$5,000.00	\$0.00	0532	03/31/2027			03/26/2020	OPEN	MC PCARD	YES	0	8	0
VIRTUAL SUB	\$3,000.00	\$0.00	0540	03/31/2024			03/26/2020	OPEN	MC PCARD	YES	0	0	0
GHOST SUB	\$1.00	\$0.00	1951	08/26/2023			08/26/2020	OPEN	MC PCARD	YES	0	0	0
SUB	\$50.00	\$0.00	9085	03/31/2025			03/23/2021	CLOSED	MC PCARD	YES	0	0	0
SUB	\$50.00	\$0.00	9101	03/31/2025			03/23/2021	CLOSED	MC PCARD	YES	0	0	0
SUB	\$1.00	\$0.00	9291	04/30/2025			04/13/2021	CLOSED	MC PCARD	YES	0	1	0
SUB	\$10.00	\$0.00	3814	11/30/2025			11/15/2021	OPEN	MC PCARD	YES	1	2	0
SUB	\$300.00	\$0.00	5796	04/30/2026	03/03/2023		04/27/2022	OPEN	MC PCARD	YES	0	0	0
VIRTUAL SUB	\$100.00	\$0.00	1380	03/31/2024			09/25/2022	OPEN	MC PCARD	YES	0	0	0

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.

<div> <div>Program Admin Account Details</div> <div>Reports</div> <div>Columns</div> <div>Presets</div> <div>Exports</div> <div>Settings</div> </div> <div>GUIDE</div>													
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SUB	\$5,000.00	\$0.00	0516	03/31/2024			03/23/2020	OPEN	MC PCARD	YES	3	0	0
SUB	\$750.00	\$0.00	4314	03/31/2024			03/23/2020	OPEN	MC PCARD	YES	0	8	0
GHOST SUB	\$5,000.00	\$0.00	0532	03/31/2027			03/26/2020	OPEN	MC PCARD	YES	0	8	0
VIRTUAL SUB	\$3,000.00	\$0.00	0540	03/31/2024			03/26/2020	OPEN	MC PCARD	YES	0	0	0
GHOST SUB	\$1.00	\$0.00	1951	08/26/2023			08/26/2020	OPEN	MC PCARD	YES	0	0	0
SUB	\$50.00	\$0.00	9085	03/31/2025			03/23/2021	CLOSED	MC PCARD	YES	0	0	0
SUB	\$50.00	\$0.00	9101	03/31/2025			03/23/2021	CLOSED	MC PCARD	YES	0	0	0
SUB	\$1.00	\$0.00	9291	04/30/2025			04/13/2021	CLOSED	MC PCARD	YES	0	1	0
SUB	\$10.00	\$0.00	3814	11/30/2025			11/15/2021	OPEN	MC PCARD	YES	1	2	0
SUB	\$300.00	\$0.00	5796	04/30/2026	03/03/2023		04/27/2022	OPEN	MC PCARD	YES	0	0	0
VIRTUAL SUB	\$100.00	\$0.00	1380	03/31/2024			09/25/2022	OPEN	MC PCARD	YES	0	0	0

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.

Company Accounts

Filter Card Selection: Select a value search

Account	Account Type	Guarantor	Name	Balance	Credit Limit	Available Limit	Status	Exp Date
	SUB	N	Van MORRISON	\$0.00	\$10	\$10	OPEN	11/2025
	VIRTUAL SUB	N	AP I PAYMENTS	\$0.00	\$3,000	\$3,000	OPEN	03/2024
	GHOST SUB	N	ATT FIBER	\$0.00	\$1	\$1	OPEN	08/2023
	SUB	N	DAN MULLEN	\$0.00	\$50	\$50	CLOSED	03/2025
	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

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.

My Company Company Summary Company Accounts Alerts & Controls Program Administration

Company Accounts

Add New Ghost Sub Account

Enter information in the fields below to establish a new Ghost Card Sub Account.

* Indicates a required field.

Name * First Middle Last

Spending Limit * \$.00

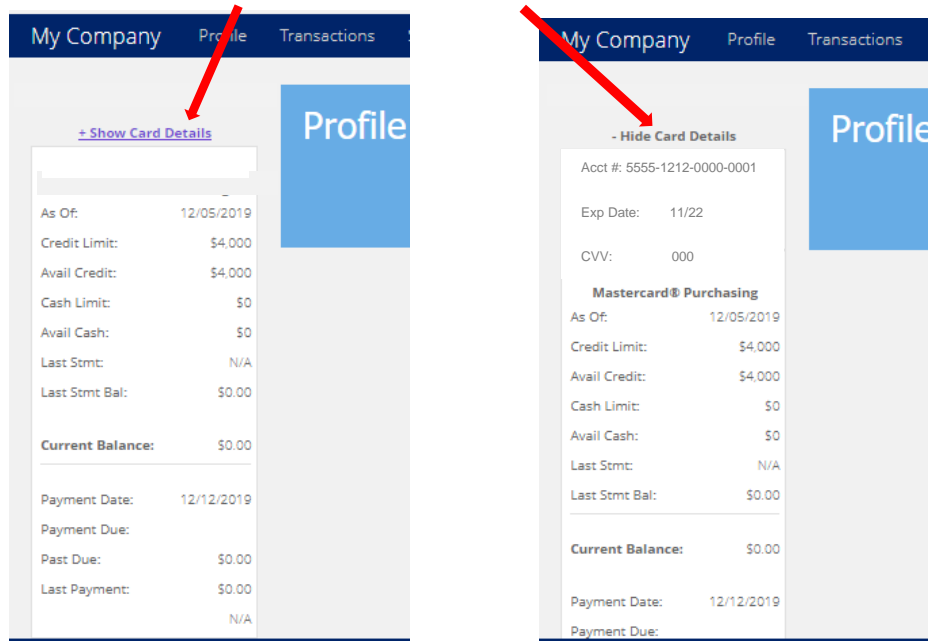
Expiration Date Expire in 36 months

This new account will be immediately enrolled into the Mastercard Alert *Temporarily block/un-block use of my card*. You will need to un-enroll from this alert prior to use.

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”.

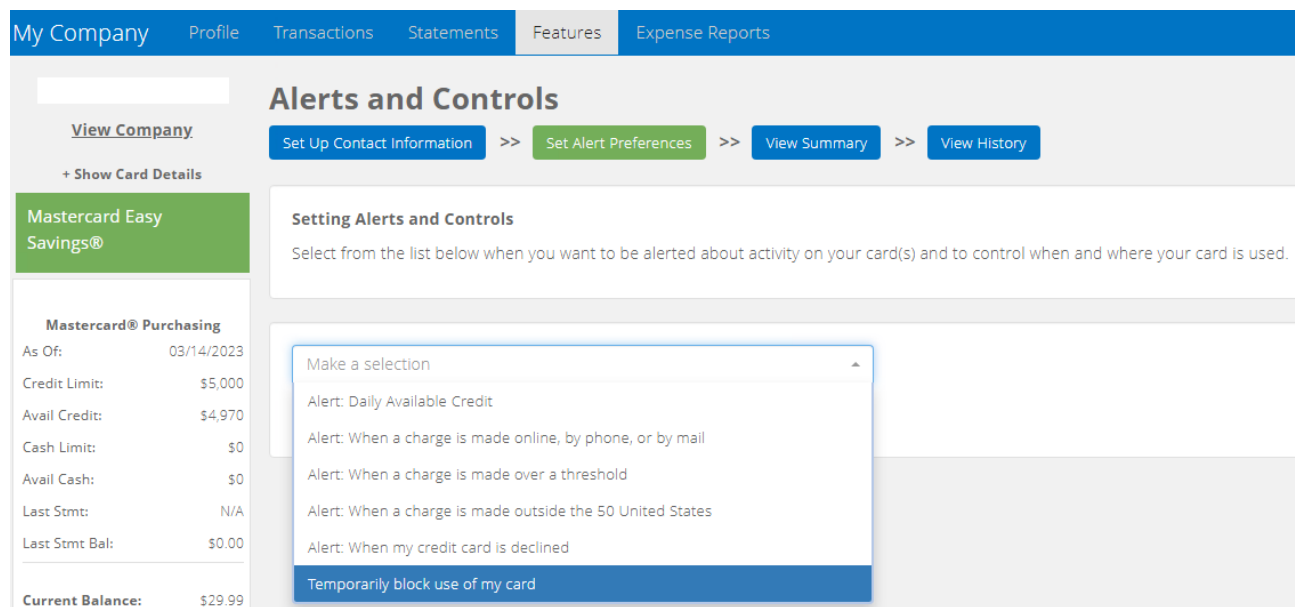
Remember it is the responsibility of the company to communicate the card information to a supplier.

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.

The screenshot shows the 'Company Accounts' page. On the left, there is a sidebar with a '+' icon highlighted by a red arrow. A dropdown menu is open from this icon, showing three options: 'Add Account', 'Add Virtual Sub' (which is highlighted with a red box), and 'Add Ghost Sub'. The main area of the page contains a table of accounts. The table has columns for Account Type, Guarantor, Name, Balance, Credit Limit, Available Limit, Status, and Exp Date. The table lists several accounts, including 'Van MORRISON', 'API PAYMENTS', 'ATT FIBER', 'DAN MULLEN', 'DO N. USE', 'MELISSA MARTIN', 'VERIZON WIRELESS', 'MICHAEL KAVANAUGH', 'ACCOUNTS PAYABLE', 'CHARLES HAYWARD', 'DAN MULLEN', and 'DAVID LUTHER'. At the bottom of the table, there is a pagination control showing '1-12 of 12' and '100 per page'.

Account Type	Guarantor	Name	Balance	Credit Limit	Available Limit	Status	Exp Date
SUB	N	Van MORRISON	\$0.00	\$10	\$10	OPEN	11/2025
VIRTUAL SUB	N	API PAYMENTS	\$0.00	\$3,000	\$3,000	OPEN	03/2024
GHOST SUB	N	ATT FIBER	\$0.00	\$1	\$1	OPEN	08/2023
SUB	N	DAN MULLEN	\$0.00	\$50	\$50	CLOSED	03/2025
VIRTUAL SUB	N	DO N. USE	\$0.00	\$100	\$100	OPEN	03/2024
SUB	N	MELISSA MARTIN	\$0.00	\$5,000	\$5,000	OPEN	03/2024
GHOST SUB	N	VERIZON WIRELESS	\$29.99	\$5,000	\$4,970	OPEN	03/2027
SUB	N	MICHAEL KAVANAUGH	\$544.75	\$750	\$205	OPEN	03/2024
CONTROL	N	ACCOUNTS PAYABLE	\$607.99	\$5,000	\$4,392	OPEN	03/2024
SUB	N	CHARLES HAYWARD	\$0.00	\$1	\$1	CLOSED	04/2025
SUB	N	DAN MULLEN	\$0.00	\$50	\$50	CLOSED	03/2025
SUB	N	DAVID LUTHER	\$33.25	\$300	\$266	OPEN	04/2026

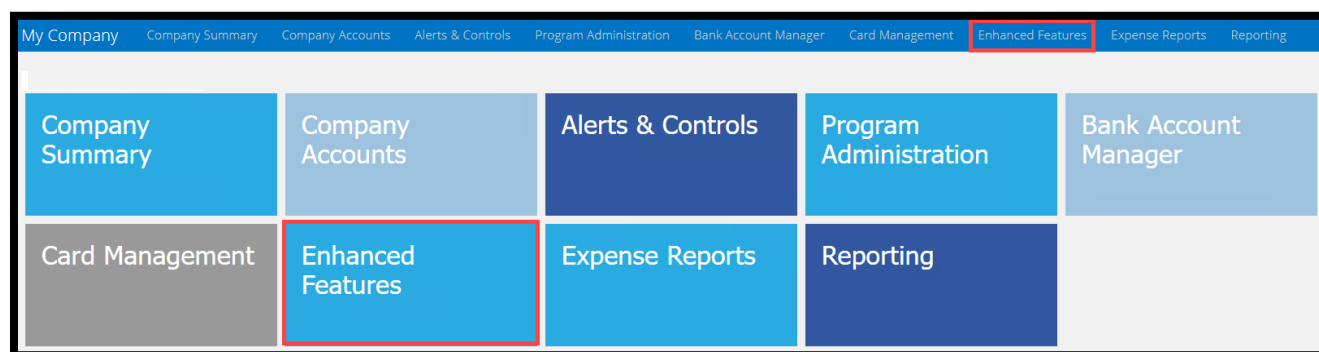
Next, complete the online form. Use a cardholder name that Accounts Payable easily recognizes and set the **Spending Limit** high in order to support 30-60 days of invoice payments. Click **Submit**.

The screenshot shows the 'Add New Virtual Sub Account' form. At the top, there is a header 'Company Accounts' and a sub-header 'Add New Virtual Sub Account'. Below the sub-header, there is a note: '**IMPORTANT NOTE** In order to begin using this new Virtual Sub Account, it must also be set up at Mastercard by your Financial Institution. As a result, we ask that you please notify your Account Manager at Pinnacle Bank before you create it.' Below the note, there is a text prompt: 'Enter information in the fields below to establish a new Virtual Card Sub Account.' followed by a small asterisk indicating a required field. The form has two main input fields: 'Name *' and 'Spending Limit *'. The 'Name *' field is split into 'First', 'Middle', and 'Last' sub-fields, with a dropdown arrow on the right. The 'Spending Limit *' field is a single input field with a dollar sign and a decimal point. At the bottom of the form, there are two buttons: 'Cancel' (with a red X icon) and 'Submit' (in a purple box).

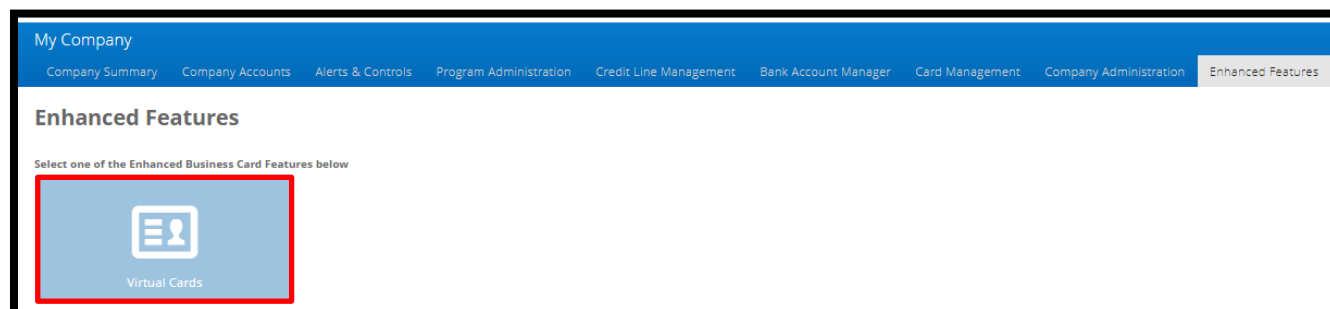
Additional Information: After the Program Administrator completes the creation of the **Virtual Sub** account in the Card Portal, the status of the account will be “Pending”. Once Mastercard confirms completion of the Virtual Sub account, the account status will change from “**Pending**” to “**Open**”.

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.

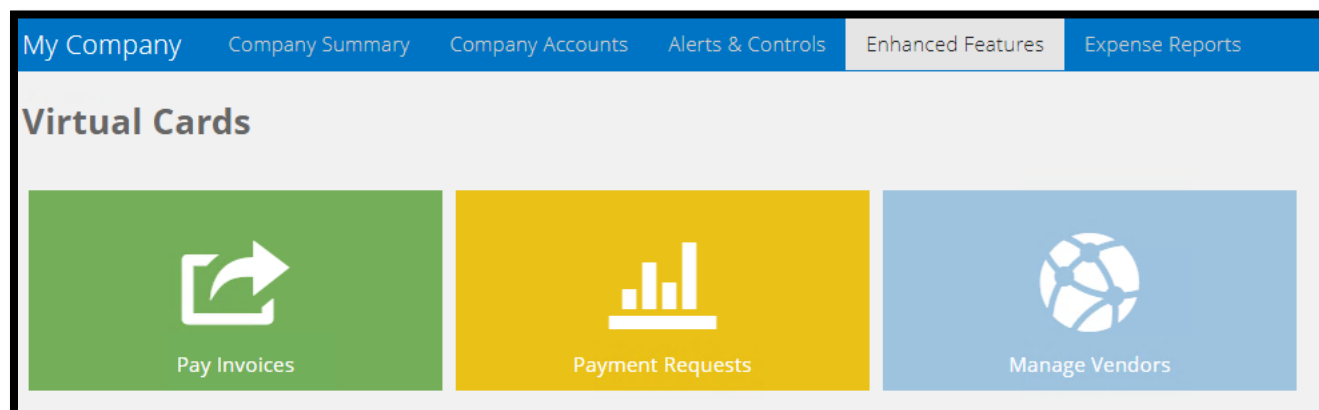
The **My Company** landing page will display the **Enhanced Features** tile. Click this tile or header to access the Virtual Card features.



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.

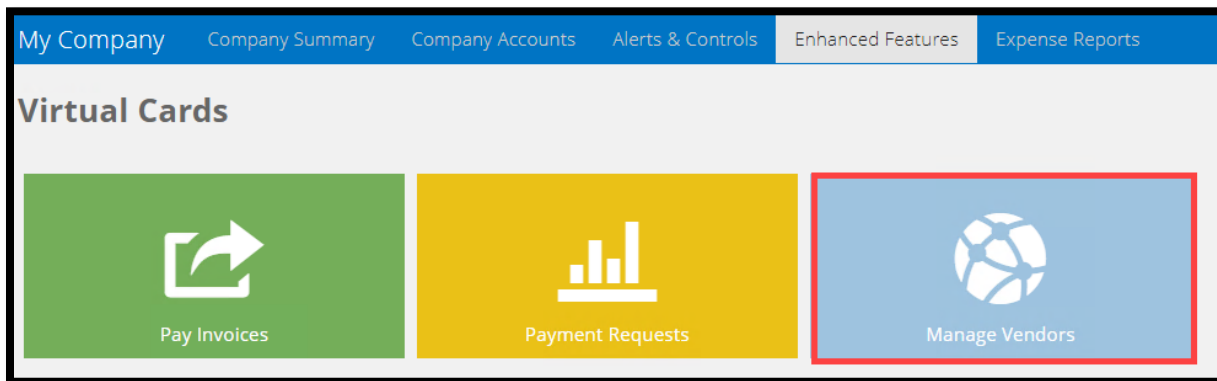


VIRTUAL CARDS – VENDOR ENABLEMENT

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.

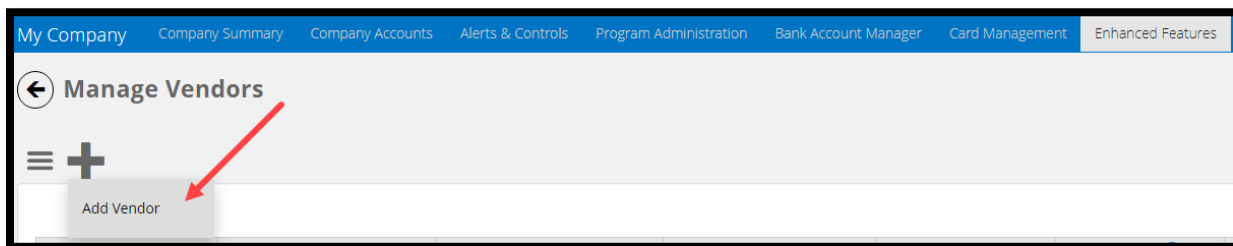
To add, delete or edit a vendor record click the '**Manage Vendors**' tile.



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:
 - **"Invoice 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.

40 | Page

rev 5.2023

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 *

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

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 *

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

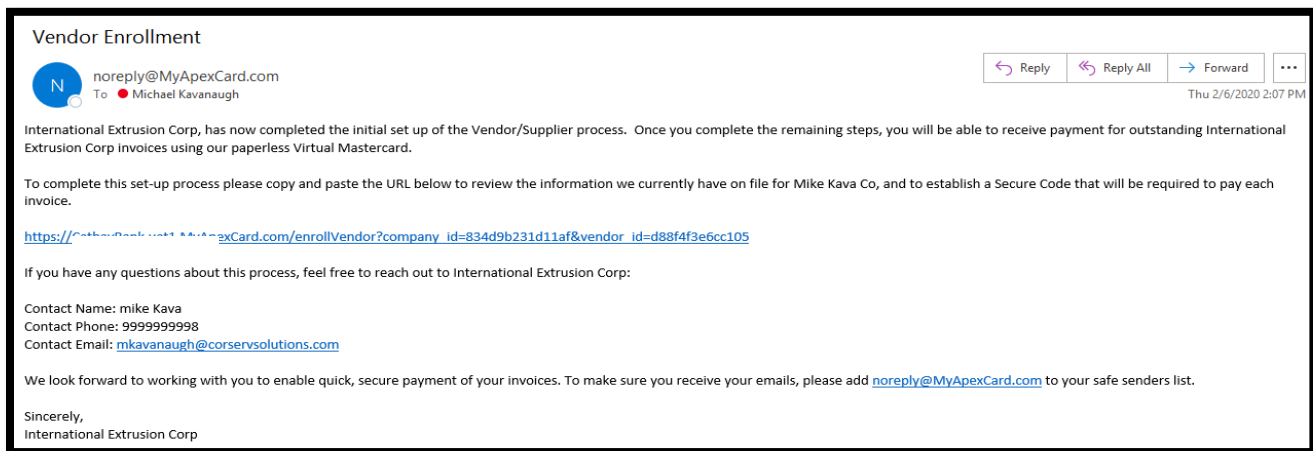
search

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	FLAS?	BLT	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
Test95	Test Test Vendor	Test Test Vendor	Test BrownVendor	(110) 312-9000	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 16:52:12 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
GHI123MJK	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

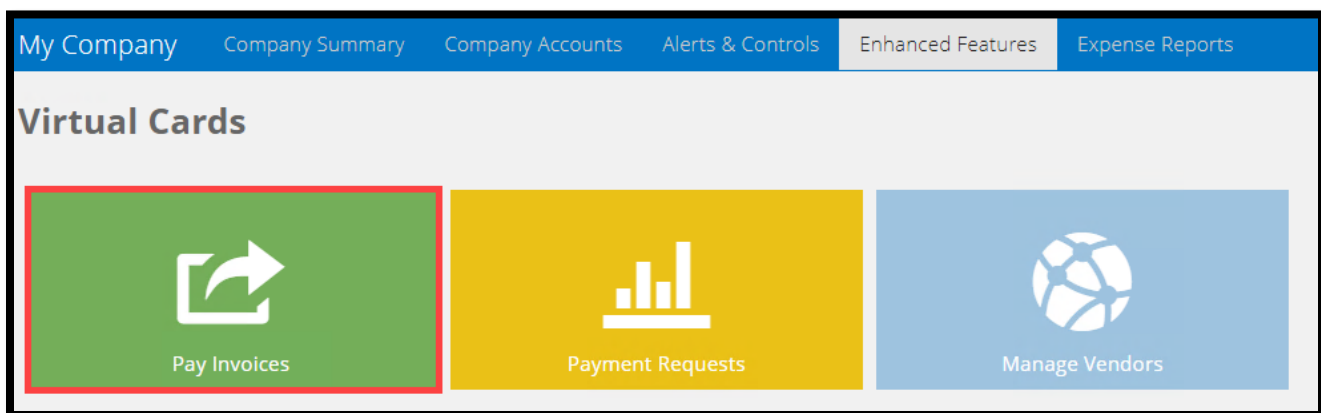


Additional Information: When a vendor is enrolled by a third party enrollment service partner, the vendor will be indicated with a “yes” in the **STP Vendor ?** field.

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.

My Company Company Summary Company Accounts Alerts & Controls Program Administration Bank Account Manager Card Management Enhanced Features Expense Reports Reporting

Virtual Card Request - Pay Invoice

RUN THE ROOF

Your payment request has been processed, and a Single Virtual Card has been created. The Virtual Card information has been sent to the Vendor at the email provided. The Vendor will need to open the email and follow the instructions in order to access the card number, expiration date, and CVV. See below for details.

Virtual Card Number (Last 4): 8527
Vendor Name: Mike Kay

PAYMENT ID	INVOICE #	INVOICE LINE #	INVOICE DATE	INVOICE PAYMENT AMOUNT
123	1234556789		2023-04-08	\$5.55

INVOICE DESCRIPTION	OPTIONAL FIELDS 1 - 4	OPTIONAL FIELDS 5 - 8	OPTIONAL FIELDS 9 - 12
test reports	1 2 3 4		

Number of days for which the Virtual Card will be valid: **15**
 Number of times the Virtual Card created for this vendor may be authorized before it is rendered invalid: **1**
 Minimum and maximum amount allowed for each Virtual Card authorization made with this card: Minimum authorization amount **\$5.55** Maximum authorization amount **\$5.55**
 Cumulative amount the Vendor/Supplier may authorize on the Virtual Card: **\$500.00**

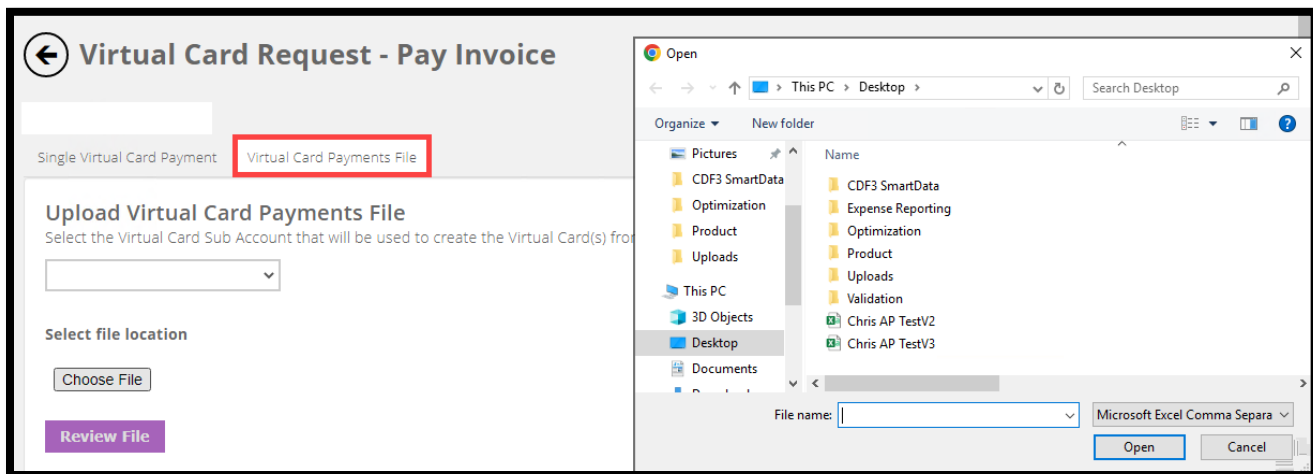
Additional Information:

- 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.

Virtual Card Batch Payment File - Account Ending 4605							
Your batch payment file has been processed successfully, and Virtual Cards have been created accordingly. The Virtual Card information for each Vendor has been sent to the Vendor at the email provided. The Vendor will need to open the email and follow the instructions in order to access the card number, expiration date, and CVV. See below for details.							
Batch Payment Details - Account Ending 4605							
Payment ID	Vendor ID	Vendor Name	Invoice #	Invoice Date	Invoice Amount	Invoice Line Item	VCN Last 4
12345	00001	Department of Transportation	00044	05/04/2019	\$25.00	1	5949
12346	00001	Department of Transportation	00056	05/04/2019	\$50.00	2	5949
12347	00006	Office Depot	875AY	05/20/2019	\$116.33	1	7389
12445	88694	Home Depot	Q-59685Ae4	05/22/2019	\$4,559.33	8	6527

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%2FvendorPayment%3Fcompany_id%3D78820949394ed4%26vendor_id%3D7330029fdf1769%26sub_id%3D3f0011ee887a88%26vc_id%3D78820949394ed4&data=05%7C01%7Cmkavgh%40corstions.com%7C02c6660807484c63c1d108db47e42398%7C89156daf2e3b44b79a88def87ff733f5%7C1%7C0%7C638182817419231978%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAilCjQljoiv2luMzliCjBtil6lk1haWwulCjXVCl6Mn0%3D%7C3000%7C%7C%7C&sdata=mWb0VIEFIVxXxM9yuDqA9vHs2QxdgrlGjg3912738R4%3D&reserved=0

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

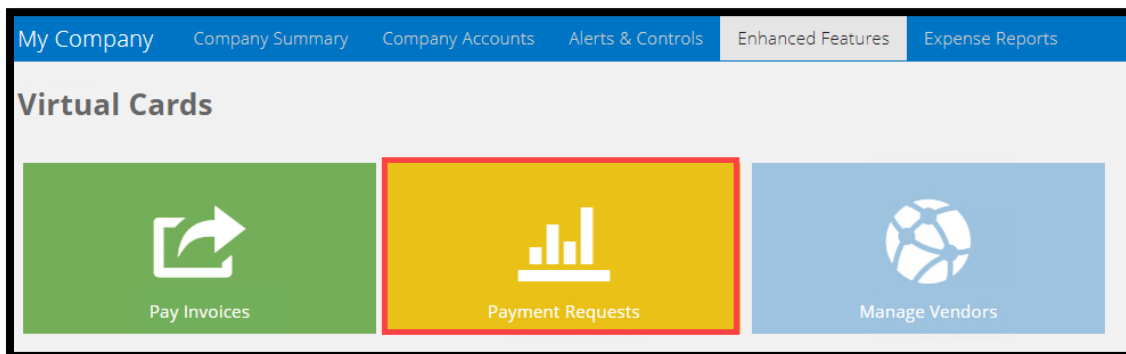
Contact Name: [Mj Kavgh](#)
Contact Phone: 6146141414
Contact Email: mkavgh@corstions.com

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 

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.

Virtual Card Payment Requests

RUN THE ROOF

Below is a listing of the Open/Active Virtual Payment Cards that have been requested for **RUN THE ROOF**. Click one of the options below to view details, modify, or request a replacement card.

Search

Date range:

From Date

To Date

Text:

SearchClear

Action	Vendor Name	VCN # (Last 4)	Virtual Sub	Date Requested	Payment Type	Batch ID	Days	# Uses	Auth Min/Max	Cumulative Limit	Exp. Date
<div>View/Modify</div>	Mike Kav	6275	VIRTUAL PAYMENTS	2022-11-14 10:31:45 EST	Single		25	1	\$112.22/\$112.22	\$1,000.00	2022-12-09
<div>View/Modify</div>	Mike Kav	5375	VIRTUAL PAYMENTS	2022-11-14 09:38:18 EST	Single		15	1	\$111.00/\$111.00	\$500.00	2022-11-29
<div>View/Modify</div>	Mike Kav	5326	VIRTUAL PAYMENTS	2022-10-06 12:01:01 EDT	Single		15	1	\$10.00/\$15.00	\$500.00	2022-10-21
<div>View/Modify</div>	Mike Kav	6182	VIRTUAL PAYMENTS	2022-10-04 12:00:06 EDT	Single		15	1	\$8.54/\$8.54	\$500.00	2022-10-19
<div>View/Modify</div>	Mike Kav	5210	VIRTUAL PAYMENTS	2022-10-04 08:34:49 EDT	Single		15	1	\$8.88/\$8.88	\$500.00	2022-10-19
<div>View/Modify</div>	Mike Kav	6679	VIRTUAL PAYMENTS	2022-09-30 14:51:52 EDT	Single		15	1	\$14.00/\$17.00	\$500.00	2022-10-15
<div>View/Modify</div>	Kate Test Vendor1	2951	KATE VIRTUALSET2	2022-09-28 09:52:38 EDT	Single		1	1	\$250.00/\$250.00	\$1,000.00	2022-09-29

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.

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

Close

Cancel Card

Resend Card

Save Changes

Account Information:

Virtual Sub: **VIRTUAL PAYMENTS**

Virtual Card # (Last 4): **6275**

Vendor Information:

Vendor ID: **MJK2022**

Vendor Name: **Mike Kav**

Authorizations

Show Authorizations

Invoice Information

INVOICE #	INVOICE LINE ITEM	INVOICE AMOUNT	INVOICE DATE
kkji90		\$112.22	2022-11-04

Virtual Payment Card Information:

Virtual Card Request Status: **ACTIVE**

Payment ID: **1235**

Payment Type: **Single**

Payment Batch ID:

Payment Date: **2022-11-14 10:31:45 AM EST**

Virtual Payment Card Controls:

Visa Payment ID: 4X91497522714083

Number of days for which the Virtual Card will be valid:

25

Number of times the Virtual Card created for this vendor maybe authorized before it is rendered invalid:

1

Cumulative amount the Vendor/Supplier may authorize on the Virtual Card:

\$ 100.00

Minimum Transaction Amount:

\$ 112.22

Maximum Transaction Amount:

\$ 112.22

Notes

Hide Notes

paying inv today

Vendor Information:
Vendor ID: **MJK2022**
Vendor Name: **Mike Kav**

Authorizations

Invoice Information			
INVOICE #	INVOICE LINE ITEM	INVOICE AMOUNT	INVOICE DATE
kkj190		\$112.22	2022-11-04

Virtual Payment Card Information:
Virtual Card Request Status: **ACTIVE**
Payment ID: **1235**
Payment Type: **Single**
Payment Batch ID:
Payment Date: **2022-11-14 10:31:45 AM EST**

Virtual Payment Card Controls:
 Visa Payment ID: 4X91497522714083

Number of days for which the Virtual Card will be valid:

25

Number of times the Virtual Card created for this vendor maybe authorized before it is rendered invalid:

Cumulative amount the Vendor/Supplier may authorize on the Virtual Card:

\$ 100.00

Minimum Transaction Amount:

\$ 112.22

Maximum Transaction Amount:

Notes

Hide Notes

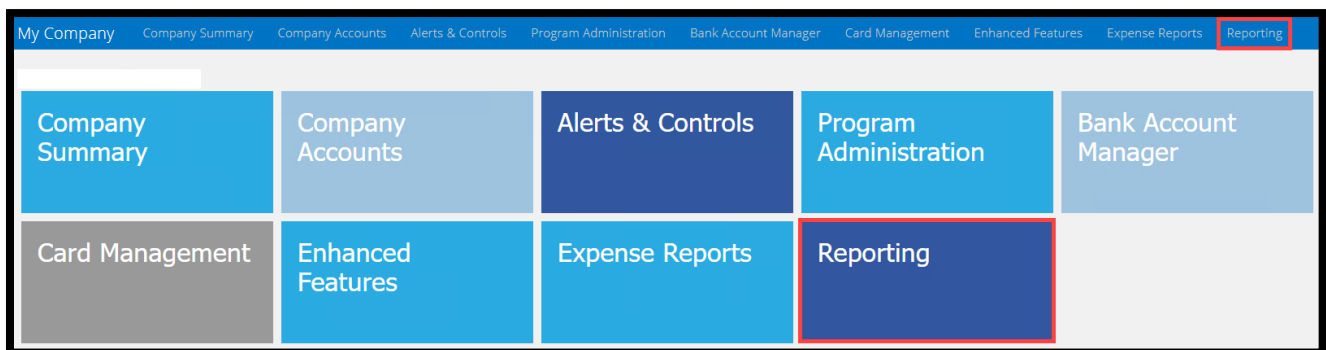
paying inv today

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

	A	B	C	D	E	F	G	H	I	J	
1	Vendor Name	VCN # (Last 4)	Virtual Sub	Date Requested	Payment Type	Batch ID	Days	Limit	# Uses	Max Amt	
2	House Depot	3903	B and G	12/5/2019	Single		90	5000	6	5000	
3	Malmart	4309	B and G	12/6/2019	Single		45	100000	1	100000	
4											
5											
6											

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.

Program Admin Virtual Card										
Reports Columns Presets Exports Settings										
Show 25 entries										
Date Created	Company ID	Virtual Card PAN Last4	Cardholder Name	Transaction Date	Post Date	Payment ID	Days Valid For	Payment Amount	Transaction Amount	Merchant Name
07/05/2022	VJWEP3KG	6136	AP INVOICE PAYMENTS			12345	15	250	\$0.00	
07/12/2022	VJWEP3KG	3231	AP INVOICE PAYMENTS			12	10	1,237	\$0.00	
07/25/2022	VJWEP3KG	2035	AP INVOICE PAYMENTS			44445	10	100.01	\$0.00	
08/01/2022	VJWEP3KG	7928	AP INVOICE PAYMENTS			12	10	777.77	\$0.00	
08/01/2022	VJWEP3KG	9225	AP INVOICE PAYMENTS			12	10	11.11	\$0.00	
08/01/2022	VJWEP3KG	5224	AP INVOICE PAYMENTS			123	15	12.21	\$0.00	
08/01/2022	VJWEP3KG	4824	AP INVOICE PAYMENTS			1234ABC	10	55.55	\$0.00	
08/01/2022	VJWEP3KG	0544	AP INVOICE PAYMENTS			1234CCC	45	65.55	\$0.00	
08/01/2022	VJWEP3KG	0544	AP INVOICE PAYMENTS			1234CCD	45	64.45	\$0.00	
10/17/2022	VJWEP3KG	6245	AP INVOICE PAYMENTS			12	15	5.55	\$0.00	
10/26/2022	VJWEP3KG	2094	AP INVOICE PAYMENTS			12345	60	12.22	\$0.00	
10/26/2022	VJWEP3KG	6134	AP INVOICE PAYMENTS			12	60	22.23	\$0.00	
10/26/2022	VJWEP3KG	3741	AP INVOICE PAYMENTS			1234	60	24.42	\$0.00	
11/11/2022	VJWEP3KG	7582	AP INVOICE PAYMENTS			125709	60	324	\$0.00	
11/11/2022	VJWEP3KG	7582	AP INVOICE PAYMENTS			125709	60	689.16	\$0.00	
11/11/2022	VJWEP3KG	7582	AP INVOICE PAYMENTS			125711	60	439.87	\$0.00	

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.

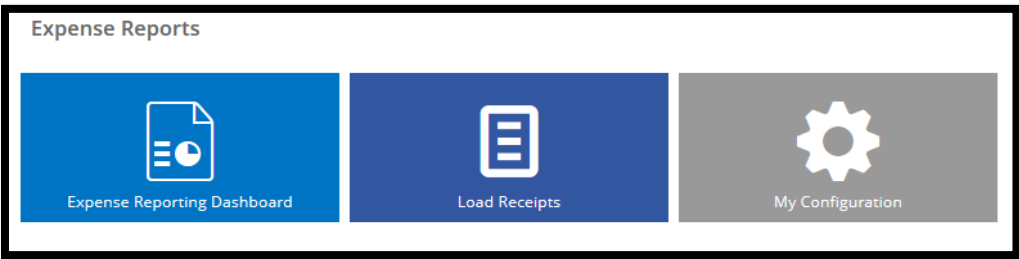
Program Admin Virtual Card Vendors										
Reports Columns Presets Exports Settings										
Show 25 entries										
Company ID	Company Name	Vendor ID	Vendor Legal Name	Vendor Contact Name	Vendor Contact Phone	Vendor Contact Email	Vendor Address Line1	Vendor Address Line2	Vendor Address City	Vendor Address State
<div> <input checked="" type="checkbox"/> Company ID <input checked="" type="checkbox"/> Company Name <input checked="" type="checkbox"/> Vendor ID <input checked="" type="checkbox"/> Vendor Legal Name <input checked="" type="checkbox"/> Vendor Short Name <input checked="" type="checkbox"/> Vendor Contact Name <input checked="" type="checkbox"/> Vendor Contact Phone <input checked="" type="checkbox"/> Vendor Contact Email <input checked="" type="checkbox"/> Vendor Address Line1 <input checked="" type="checkbox"/> Vendor Address Line2 <input checked="" type="checkbox"/> Vendor Address City <input checked="" type="checkbox"/> Vendor Address State <input checked="" type="checkbox"/> Vendor Address ZIP Code <input type="checkbox"/> Vendor Notes <input type="checkbox"/> Validity Days <input type="checkbox"/> Number Uses <input type="checkbox"/> Invoice Payment AMT Only <input type="checkbox"/> Invoice Payment Tolerance <input type="checkbox"/> Cumulative Amount </div>										

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.



Expense Report - Details (Current Total: \$379.01)

All Credit Card Mileage Cash Other Card

+ Credit Card + Mileage + Cash + Other Card

Note: This is the combined list of all items in the Expense Report. Before submitting the report, make sure all required elements (*) are selected, and all receipts are attached.

	Date	Description	Amount	Type	Categories	Receipt	
+	2020-01-05	0230537QMEHVZLLG TST* SWEET FIRE DONNA ALEXANDRIA VA	\$45.00	Credit Card	Engagement	Attach	Edit Split
					Expense Type		Notes X Delete
					Billable Non-billable		
+	2020-01-04	5542950QMRTFWZZDX PAYPAL *FLIPSIDEGAM EB 4029357733 CA	\$28.62	Credit Card	Engagement	Attach	Cancel Save
					Expense Type		

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

Fleet Card Options

Will the new card be used by the Authorizing Officer or will it be assigned to a vehicle?

☒ Driver-Issued Card: Will be used by Driver/Authorizing Officer

☐ Vehicle-Issued Card: Will be assigned to a Vehicle

Would you like for the Driver/Authorizing Officer to be prompted for Vehicle and/or Odometer Reading when using the card?

☐ No Prompting

☐ Prompt for a Vehicle ID/PIN + Odometer Reading

☒ Prompt for Odometer Reading Only

2. Vehicle-Issued Cards

Fleet Card Options

Will the new card be used by the Authorizing Officer or will it be assigned to a vehicle?

☐ Driver-Issued Card: Will be used by Driver/Authorizing Officer

☒ Vehicle-Issued Card: Will be assigned to a Vehicle

Would you like for the Cardholder to be prompted for ID and/or Odometer Reading when using the card?

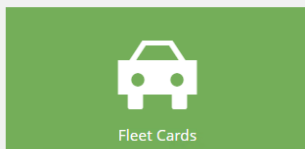
☐ No Prompting

☒ Prompt for a Driver ID/PIN + Odometer Reading

☐ Prompt for Odometer Reading Only

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.



Enhanced Features

Driver/PIN Maintenance Vehicle/PIN Maintenance

When a vehicle-issued card is used at a participating merchant, the point of sale device will prompt the fleet employee to enter their Driver ID/PIN and/or odometer reading. To support prompting for vehicle-issued cards, a list of the Driver ID/PIN's authorized to use a vehicle must be maintained. Select the Add Driver button to define a new driver. Select an existing driver from the table below to modify it.

Current list of Drivers for

[Add Driver](#)
[Upload Drivers File](#)
Search

Driver ID/PIN	Driver Name	License Number	License Exp Date	Date Of Birth	Notes	Modified	
99	VEHICLE; PERSONAL		11/05/2021			2021-11-05 09:13:16 EDT	Edit Delete
001	R, W		03/03/2021			2021-03-03 07:28:31 EST	Edit Delete
00	TEST; TEST		02/26/2021			2021-02-26 14:05:44 EST	Edit Delete

10 per page

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.

➔ Enhanced Features

Driver/PIN Maintenance Vehicle/PIN Maintenance

When a driver-issued card is used at a participating merchant, the point of sale device will prompt the fleet employee to enter their Vehicle ID/PIN and/or odometer reading. To support prompting for driver-issued cards, a list of the Vehicle ID/PIN's authorized to use the card must be maintained. Select the Add Vehicle button to define a new vehicle. Select an existing vehicle from the table below to modify it.

Current list of Vehicles for

[Add Vehicle](#) [Upload Vehicles File](#) Search

Vehicle ID/PIN & Desc	VIN	Plate Number/Exp	Reg Exp	MPG	Tank Max	Notes	Modified	
99 PERSONAL VEHICLE				0-0	0		2021-11-05 09:12:19.000 EDT	✎ Edit 🗑 Delete
9 2016 TRANSIT				0-0	0		2021-02-01 12:16:34.000 EST	✎ Edit 🗑 Delete
7 2017 FORD F150				0-0	0		2021-02-01 12:15:59.000 EST	✎ Edit 🗑 Delete

52 | Page

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

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

☒ Driver-Issued Card ?

☐ Vehicle-Issued Card ?

Would you like for the Driver/Employee to be prompted for Vehicle and/or Odometer Reading when using the card?

☐ No Prompting

☐ Prompt for a Vehicle ID/PIN + Odometer Reading

☐ Prompt for Odometer Reading Only

[Cancel](#) [Submit](#)

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

☐ Driver-Issued Card ?

☒ Vehicle-Issued Card ?

Would you like for the Cardholder to be prompted for ID and/or Odometer Reading when using the card?

☐ No Prompting

☐ Prompt for a Driver ID/PIN + Odometer Reading

☐ Prompt for Odometer Reading Only

[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.

My Company Profile Transactions Statements Features Web Memos

[View Company](#)

CVV Verification

As Of: 03/14/2023

Credit Limit: \$2,500

Avail Credit: \$2,500

Cash Limit: \$0

Avail Cash: \$0

Profile Transactions Statements Features Web

Fleet Memos

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

My Company Profile Transactions Statements Features Web Memos

The basic settings for this fleet card are listed below

[View Company](#)

Setting	Selection For This Card
Type of Fleet Card	Driver Issued
Prompting Option	Vehicle Id & Odometer

CVV Verification

[Change](#)

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.

The basic settings for this fleet card are listed below

[View Company](#)

Setting	Selection For This Card
Type of Fleet Card	Driver Issued
Prompting Option	Vehicle Id & Odometer

[Change](#) [Cancel](#)

Fleet Card Options

Will the new card be used by this Employee or will it be assigned to a vehicle?

☒ Driver-Issued Card: Will be used by Driver/Employee

☐ Vehicle-Issued Card: Will be assigned to a Vehicle

Would you like for the Driver/Employee to be prompted for Vehicle and/or Odometer Reading when using the card?

☒ No Prompting

☐ Prompt for a Vehicle ID/PIN + Odometer Reading

☐ Prompt for Odometer Reading Only

[Save](#)

As Of: 03/14/2023

Credit Limit: \$2,500

Avail Credit: \$2,500

Cash Limit: \$0

Avail Cash: \$0

Last Stmt: N/A

Last Stmt Bal: \$0.00

Current Balance: \$0.00

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

My Company Company Summary Company Accounts Alerts & Controls Program Administration Bank Account Manager Card Management Enhanced Features Expense Reports **Reporting**

Company Summary	Company Accounts	Alerts & Controls	Program Administration	Bank Account Manager
Card Management	Enhanced Features	Expense Reports	Reporting	

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.

The screenshot shows the 'Welcome to the Reporting Portal' interface. On the left, there are navigation links: 'Program Admin Account Details', 'Program Admin Expense Card Configuration', 'Program Admin Expense Expensed and Unexpensed', and 'Program Admin Expense Status Summary'. The 'Reports' dropdown menu is open, displaying a list of reports. Two reports are highlighted with red boxes: 'L2/L3 Fleet' and 'L2/L3 Select'. The main area shows a table with columns for 'Type' and 'Favorite', with four rows of 'Favorite' entries. At the bottom, there are pagination controls showing 'Previous', '1', '2', '3', '4', '5', '...', '10', and 'Next'.

The screenshot shows the 'Business Card L2/L3 Select' report. The table displays transaction data with the following columns: Company Name, Cardholder Name, Card Last 4, Tran Date, Post Date, Merchant Name, Merchant City, Merchant Country, Amount, Oil Company Code, Odometer, Driver ID, and NET Fuel AM. The table contains 15 rows of data, including transactions from SPEEDWAY, TAKE 5, MCDONALD'S, RACEWAY, LANDSCAPERS SUPPLY OF, SPINX, TIM'S MINI MART, MATAS MEXICAN BAR AND, 7-ELEVEN, and PPS - SURFACE LOT.

Company Name	Cardholder Name	Card Last 4	Tran Date	Post Date	Merchant Name	Merchant City	Merchant Country	Amount	Oil Company Code	Odometer	Driver ID	NET Fuel AM
		3569	02/28/2023	03/01/2023	SPEEDWAY 07912 1844 US	WILKESBORO	USA	\$65.17	9999	0136229	001629	\$65.17
		3802	02/28/2023	03/01/2023	TAKE 5 #45	CHARLOTTE	USA	\$172.81				\$0.00
		3802	03/01/2023	03/01/2023	MCDONALD'S F6602	NORTH WILKESB	USA	\$83.59				\$0.00
		3802	03/01/2023	03/01/2023	RACEWAY 6740 39167408	LINCOLNTON	USA	\$59.43	33			\$0.00
		6752	02/28/2023	03/01/2023	LANDSCAPERS SUPPLY OF	GREER	USA	\$32.08				\$0.00
		6752	02/28/2023	03/01/2023	SPINX #161	GREER	USA	\$75.50	9999	0123456	1313	\$0.00
		3810	02/27/2023	03/01/2023	TIM'S MINI MART	LOUISBURG	USA	\$89.50	16	0079209	1444	\$0.00
		5115	02/28/2023	03/01/2023	MATAS MEXICAN BAR AND	SPARTANBURG	USA	\$37.79				\$0.00
		8563	03/01/2023	03/01/2023	7-ELEVEN 41332	NEWBERRY	USA	\$58.78	112	0128819	00000000000001672	\$0.00
		6350	02/27/2023	03/01/2023	PPS - SURFACE LOT	CHARLOTTE	USA	\$17.00				\$0.00
		6350	02/27/2023	03/01/2023	PPS - SURFACE LOT	CHARLOTTE	USA	\$17.00				\$0.00
		6350	02/28/2023	03/01/2023	PPS - SURFACE LOT	CHARLOTTE	USA	\$17.00				\$0.00
		6350	02/28/2023	03/01/2023	PPS - SURFACE LOT	CHARLOTTE	USA	\$17.00				\$0.00

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