

## CARD MANAGEMENT GUIDE

These advanced card controls are for both online and mobile banking.

### STEP 1

Log in to Digital Banking on either your phone, tablet, or computer.

### STEP 2

From the dashboard, select "Accounts," then the appropriate account.

### STEP 3

Go to "Card Management" and choose the controls you would like to apply to that card.

After you've selected "Card Management," you'll see the menu. From this menu, you have the ability to "Lock Card" or set "Alerts & Protections."

#### LOCK CARD

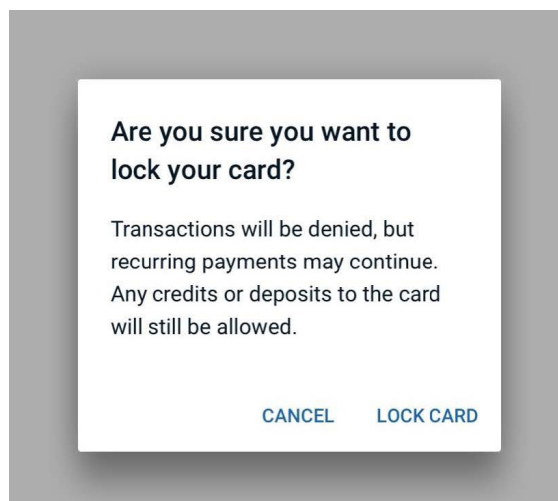
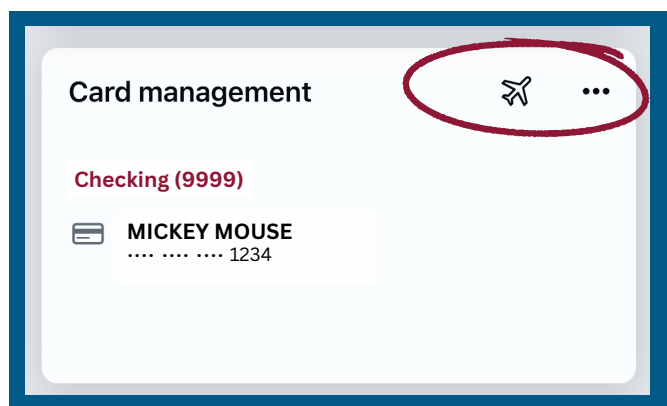
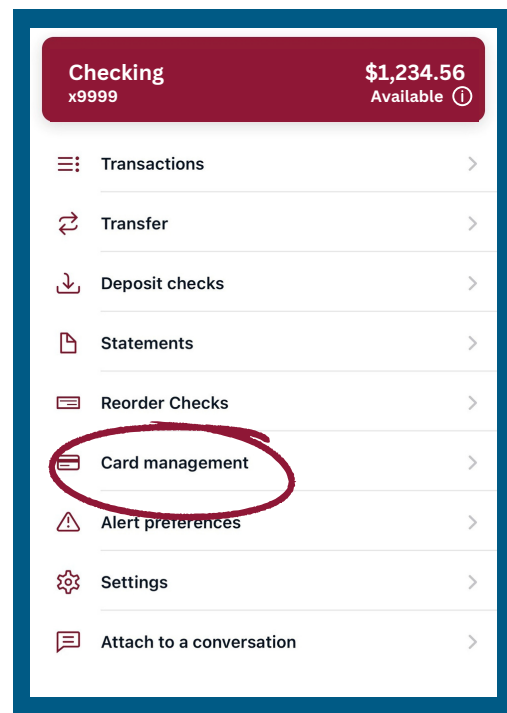
At the top of the menu, toggling the switch off will temporarily deactivate your card. A dialog box will be triggered asking you to confirm. Your card will instantly be deactivated, denying transactions on the selected card. Recurring payments may continue, and credits and deposits will still be allowed.

#### ALERTS & PROTECTIONS

Selecting "Alerts and Protections" allows you to set limits on spending amounts, transaction types, merchant types and more, allowing you to control when you get alerted or decline a specific transaction.

#### TRAVEL NOTICE

Selecting either the Travel Notice link on the main menu or the airplane icon on your debit card tile, allows you to submit a temporary travel notice for your account. You will receive an email when you create a travel notice. However, you will not get an email when you update or delete the notice.



# CARD MANAGEMENT GUIDE (CONT'D)

## ALERTS & PROTECTIONS - NOTIFICATION SETTINGS

You can set preferred notification methods for both blocked transactions and notification alerts. In-app messages will be selected for both by default, but you may enable email or text.

## ALERTS & PROTECTIONS - SPENDING LIMITS

The Spending limits menu allows you to set both individual transaction and monthly spending limits.

## ALERTS & PROTECTIONS - LOCATIONS

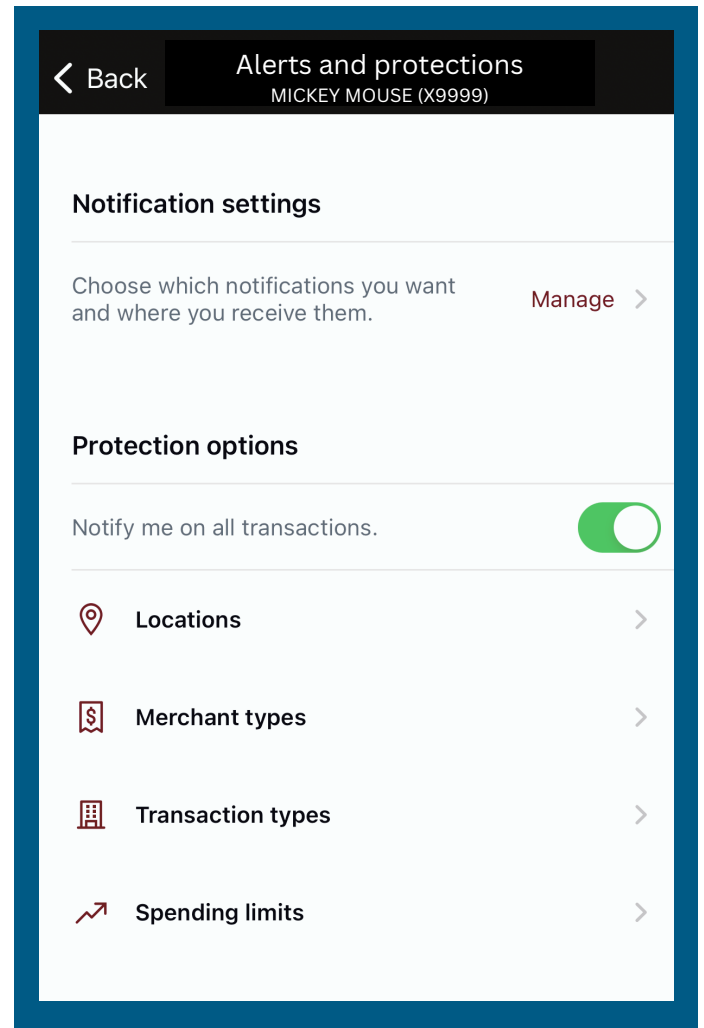
Locations allow you to choose a specific region where the card can be used or restrict usage. Currently, you can only restrict International usage.

## ALERTS & PROTECTIONS - MERCHANT TYPES

You can set notify or block controls on transactions identified as coming from specific merchant types, like age restricted businesses, gas stations, or travel.

## ALERTS & PROTECTIONS - TRANSACTION TYPES

You can set notify or block controls on transactions of specific types, like ATM, phone orders, or recurring payments. Get instant alerts when a card is used or for certain types of transactions.



## ALERTS AND PROTECTIONS

### Notification Settings

Tapping the Manage link takes you to the Notification settings list of controls.

### Locations

Tapping this cell takes you to the Locations list of controls.

### Merchant Types

Tapping this cell takes you to the Merchant Types list of controls.

### Transaction Types

Tapping this cell takes you to the Transaction Types list of controls.

### Spending Limits

Tapping this cell takes you to the Spending Limits controls.

### Manage Alerts

Tapping this cell takes you to the Manage Alerts screen where you can manage account alerts and set up card controls and protections.