

DIGITAL BANKING

QUICK GUIDE



CARD CONTROLS

BLOCK AND UNBLOCK, TRAVEL NOTICES,
AND CARD UPDATER

BLOCK OR UNBLOCK YOUR CARD

HOW TO BLOCK OR UNBLOCK YOUR CARD THROUGH THE MOBILE APP

1. Click **Cards** on the bottom dashboard
2. Scroll to the desired card
3. Go to the **Block This Card** slider and toggle on/off
4. Confirm **Yes, Block/Unblock**

HOW TO BLOCK OR UNBLOCK YOUR CARD THROUGH ONLINE BANKING

1. Hover over **Cards**
2. Click **Card Controls**
3. Slide the toggle to **Block/Unblock** below the appropriate card

TRAVEL NOTICE

HOW TO SET A TRAVEL NOTICE THROUGH THE MOBILE APP

1. Click **Cards** on the bottom dashboard
2. Select **Travel Notice**
3. Click **Add A Travel Notice**
4. Complete the travel dates, destination, and all cards the notice should apply to
5. Click **Save** at the bottom

HOW TO SET A TRAVEL NOTICE THROUGH ONLINE BANKING

1. Hover over **Cards**
2. Click **Card Controls**
3. Hover over the appropriate card and click **Manage Card**
4. Choose **None Scheduled** to add Travel Notices
5. Complete the travel dates, destination, and all cards the notice should apply to
6. Click **Save**

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HOW TO EDIT OR DELETE THE TRAVEL NOTICE THROUGH THE MOBILE APP OR ONLINE BANKING

1. **Click on the travel notice** that needs editing
2. **Make adjustments** to dates, destinations, or cards
3. Click **Save** OR
4. Click **Delete Travel Notice**

HOW TO UPDATE YOUR CARD INFO WITH MULTIPLE COMPANIES ON THE MOBILE APP

1. Click **More**
2. Click **Cards**
3. Click **Card Updater**
4. **Select the sites** where you want to make your credit or debit card the primary payment method
5. Click **Continue**
6. Enter **card and billing information**
7. **Review and agree** to the Terms of Service
8. Click **Continue**
9. **Authenticate your identity** with the merchant(s)

HOW TO UPDATE YOUR CARD INFO WITH MULTIPLE COMPANIES THROUGH ONLINE BANKING

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UPDATE YOUR CARD INFO WITH MULTIPLE COMPANIES USING CARD UPDATER