

Card Management

Note: Please be aware when setting up online banking authorized users. All online banking authorized users that have the Card Management enabled will have access to all card management features such as: spending limit adjustment, lock/unlock card, card activation, balance transfer, and travel notifications.

In the navigation menu, click or tap **Additional Services > Card Management**.

Card Activation

1. Click or tap on the Card to be activated
2. Input Required fields (Exp Month, Exp Year, and CVV)
3. Click or tap **Activate**

Lock/Unlock Card

1. Click or tap **Lock/Unlock** toggle to complete task
 - a. To Lock: Click or tap **Lock Card** on pop up

Note: Status on top of card lets user know if the card is enabled (unlocked) or disabled (locked). Cards in a disabled/blocked status will not allow new purchases to be processed.

Spending Limit Adjustment

1. Click or tap **Card Details** next to card that needs a replacement ordered
2. Click or tap **Spend Limit Adjustment**
3. Review existing spending limit
4. Input new spending limit
5. Click or tap **Submit**
6. Order confirmation pop up will appear
7. Click or tap **Close** to exit confirmation pop up

Note: This is not a credit limit increase. Spending limit adjustments will only affect the monthly spending limit on the individual cardholder's card.

Spending limits must be \$250-\$50,000

Order Replacement

1. Click or tap **Card Details** next to card that needs a replacement ordered
2. Click or tap **Order Replacement**
3. Review Mailing Address
4. Click or tap **Submit**
5. Order confirmation pop up will appear
6. Click or tap **Close** to exit confirmation pop up

Note: Order a Replacement Card is only used to replace a damaged card. If the card has been lost or stolen, please contact 800.443.6887.

Balance Transfer

1. Click or tap **Card Details** next to card
2. Click or tap **Balance Transfer**
3. Complete Balance Transfer form
 - a. Transfer Amount
 - b. Account Number
 - c. Lender Information
 - d. Street
 - e. City
 - f. State
 - g. Zip Code
4. Click or tap **Submit**

Note: Balance Transfers may take up to three (3) weeks to post.

Travel Notification

1. To set a travel notification on a single card
 - a. Click or tap **Card Details**
 - b. Click or tap **Travel Notification**
 - c. Input Departure Date
 - d. Input Return Date
 - e. Select travel type (Domestic or Foreign)
 - f. Select State(s) or Country as applicable
 - g. Click or tap **Submit**
2. To set the same travel notification for more than one card
 - a. Click or tap **Travel Notification**
 - b. Click or tap cards to be included in travel notification
 - c. Input Departure Date
 - d. Input Return Date
 - e. Select travel type (Domestic or Foreign)
 - f. Select Destination (State or Country) as applicable
 - g. Click or tap **Submit**
3. Cancel an existing Travel Notification
 - a. Click or tap **Card Details**
 - b. Click or tap **Travel Notification**
 - c. Click or tap **X** next to travel notification to be cancelled
 - d. Click or tap **Yes**

Note: Travel Notifications may be set up to 90 days in advance. Trips can range in duration up to 180 days.

View Transactions

1. Click or tap **View Transactions**

Note: Selecting View Transactions will exit the user from Card Management and go to account history for the card selected.