

Business Online Account Access

myaccountaccess.com

Account Summary (Homepage)

Authorized Offer (AO) – This Account Summary screen is what you will see when you first log in and it displays all the account management options.

Employee Cardmember – You will be taken to this same screen upon logging in but will not see the Select Account tab along the top as those functions are available only to the AO on a central bill account.

- 1 Download transactions
- 2 View an online statement
- 3 View transaction details

Cardmember Service

Welcome, Pamela George Ramjag - Account Ending in 3070 Profile | Messages | FAQs

SELECT ACCOUNT MY ACCOUNT PAYMENTS ALERTS SERVICES REWARDS

You have a card(s) ready for activation. Please go to [Card Activation](#) to begin the process.

ACCOUNT SUMMARY

Current Balance **\$4,632.27** Pending Transactions **\$49.73** **DOWNLOAD TRANSACTION** 1
Available Credit **\$12,819.00**

Last Statement Balance **\$4,384.59** Statement Closing Date 09/14/2018 **ONLINE STATEMENTS** 2

Minimum Payment **\$105.00** Payment Due Date 10/16/2018 **MAKE A PAYMENT**

3 **POSTED** PENDING RECURRING Search | Printer Friendly

TRANSACTION DATE	POST DATE	DESCRIPTION	AMOUNT
09/05/18	09/05/18	+ PAYMENT THANK YOU	-\$170.00
08/13/18	08/05/18	+ TAYLOR & MARTIN 800-8548280 NE	\$15.00
08/10/18	08/31/18	+ EVERYTHING CARTS 904-421-3003 FL	\$0.55

Traveling? Avoid credit card hassles

Update your Travel Notifications today – online here or on the mobile app.

UPDATE NOW

1. Download Transaction

Authorized Officer – The dropdown menu allows you to view/download all transaction activity into a variety of software including Quicken, Microsoft Excel, and Quickbooks (based on industry)

Employee Cardmember – You will have access to your individual transactions.

Cardmember Service

Welcome, Dustin Berta Blileygreisl - Account Ending in 0495 Profile | Messages | FAQs

SELECT ACCOUNT MY ACCOUNT PAYMENTS ALERTS SERVICES

Download Transaction Details

From This Account
DUSTIN B BLILEYGREISL - Ending in 0495

Software Format
Quicken
Microsoft Excel
Quickbooks

Start Date
04/07/2018
mm/dd/yyyy

End Date
07/06/2018
mm/dd/yyyy

You can download up to the previous 18 months of transaction history.

CANCEL **DOWNLOAD**



2. Online Statements

Note: You can download up to 18 months of transaction history. You could also contact Cardmember Service if you require more than 18 months of data.

Authorized Officer – Provides you a safe and convenient way to manage all employee statements

Employee Cardmember – You can view your individual statement

The screenshot shows the 'Online Statements' section of the Cardmember Service portal. It includes a navigation bar with 'MY ACCOUNT', 'PAYMENTS', 'ALERTS', 'SERVICES', and 'REWARDS'. The main content area is titled 'Online Statements' and provides information for account DONNA VIRGINIA ROMERO-CRUZ. It states that up to 18 months of statement history is available. There are links for 'Discontinue Paper Statements' and 'Download Transactions'. A date stamp '06/22/2018' is visible at the bottom of the screenshot.

Note: You can view 18 months of statements. You may also contact Cardmember Service if you require statements older than 18 months

3. Transaction Details

Authorized Officer – Allows you to view/organize all transaction activity on the entire account. You can select date ranges to search and can sort information by column headings

Employee Cardmember – You can view transaction activity for your individual account

The screenshot displays the 'ACCOUNT SUMMARY' and 'TRANSACTION DETAILS' for Pamela George Ramraj. The account summary includes: Current Balance \$4,632.27, Pending Transactions \$49.73, Last Statement Balance \$4,384.59, Statement Closing Date 09/14/2018, Minimum Payment \$105.00, and Payment Due Date 10/10/2018. There are buttons for 'DOWNLOAD TRANSACTIONS', 'ONLINE STATEMENTS', and 'MAKE A PAYMENT'. A promotional banner for 'Traveling? Avoid credit card hassles' is also present. Below the summary is a table of transactions with columns for Transaction Date, Post Date, Description, and Amount.

TRANSACTION DATE	POST DATE	DESCRIPTION	AMOUNT
06/05/18	06/05/18	+ PAYMENT THANK YOU	-\$170.00
06/13/18	06/05/18	+ TAYLOR & MARTIN 800-8546230 NE	\$15.00
06/10/18	08/31/18	+ EVERYTHING CARTS 904-421-3003 FL	\$0.55

Select Accounts

Authorized Officer – Provides you a summary of all account holders rolling up to the central billed account. You can then select any of the accounts to review transactions.

Employee Cardmember – You will not see this option as you can only view your own account information

The screenshot shows the 'SELECT ACCOUNT' page for Dustin Berta Billegrast. It features a table with columns for ACCOUNT, ENDING IN, CURRENT BALANCE, and AVAILABLE CREDIT. The table lists several accounts, including 'CENTRAL BILLING' and individual employee accounts.

ACCOUNT	ENDING IN	CURRENT BALANCE	AVAILABLE CREDIT
CENTRAL BILLING	0503	\$0.00	\$10,500.00
DUSTIN B BILLEGRAST	0495	\$0.00	\$10,500.00
ASHOK G LORBAUCH	4083	\$0.00	\$500.00
EDDIE R CHEVELDAYOFF	1493	\$0.00	\$500.00
KENNETH H SCHEMKES	2475	\$0.00	\$500.00
MORGAN P TAMBLYN	1583	\$0.00	\$500.00
SUSAN P ADYS	2483	\$0.00	\$400.00

Manage Payments:

Authorized Officer – You have two methods to process a payment:

- 1 Single payment
(click the Make a Payment button)
- 2 Recurring payments
(click the Set Up AutoPay button)

Employee Cardmember – You have access to the single payment (#1) option

Cardmember Service

Welcome, Dustin Berta Billeysreil - Account Ending in 0503 Profile | Messages | FAQs

SELECT ACCOUNT MY ACCOUNT **PAYMENTS** ALERTS SERVICES

[View Payment Schedule](#) | [View Payment History](#)

Select an Account:
Account - CENTRAL BILLING - Ending in 0503

Make a Payment
This is a single payment for which you specify the amount and the date, today or a date in the future, that you want your payment made.

MAKE A PAYMENT 1

AutoPay
Recurring monthly payment. You specify the amount and day you want your payment to be made automatically each month.

SET UP AUTO PAY 2

1. Make a Payment:

This is a single payment for which you can specify the amount and the date – today or in the future – that you want the payment made

SELECT ACCOUNT MY ACCOUNT **PAYMENTS** ALERTS

Make A Payment - Step 1 of 3

[View Payment History](#)

To this Account
CENTRAL BILLING - Ending in 0503

From this Account
Checking account ending in 8501
[Add or Delete Payment Accounts](#)

Payment Amount

Next Minimum Payment: \$0.00

Last Statement Balance: \$0.00

Current Balance: \$0.00

Other Amount: \$

Payment Due Date:

Payment Posting Date
07/09/2018
mm/dd/yyyy

CANCEL **NEXT**

2. AutoPay:

Recurring monthly payment. Authorized Officers can specify the amount and day of payment to be made automatically each month

Note: Payments made on weekend, holidays, or after 7 p.m. CT will be processed on the next business day.

SELECT ACCOUNT MY ACCOUNT **PAYMENTS** ALERTS

Set Up AutoPay - Step 1 of 3

[View Payment History](#)

To this Account
CENTRAL BILLING - Ending in 0503

From this Account
Checking account ending in 8501
[Add or Delete Payment Accounts](#)

Payment Amount

Minimum Payment Due as indicated on your monthly statement

Pay balance in full as indicated on your monthly statement

Other Amount: \$ ⁰⁰

Payment Day [Ⓢ]
Select the day of the month you wish the payment to be made automatically.
Select a Day

CANCEL **NEXT**

Alerts:

Authorized Officer – You can set up alerts when events you define occur within employee accounts via email or text message¹

Employee Cardmember – You can set up alerts for your account

Account Alert Options:

Setup: Click the link for each alert you wish to establish on your account. Alerts are established in the following categories:

- ✓ **Balance Alerts**
Alerts on your balance/credit
- ✓ **Statement and Payment Alerts**
Alerts to notify you about the status of your statement or payment
- ✓ **Transaction Alerts**
Alerts you to when certain transactions have been made on your card

Cardmember Service

Welcome, Dustin Berta Billejgretsi - Account Ending in 0495 Profile | Messages | FAQs

SELECT ACCOUNT | MY ACCOUNT | PAYMENTS | **ALERTS** | SERVICES

Manage Alerts

[Alerts History](#)

The Alert Service Agreement governs your use of the Email Alert Service. Please review it carefully before you proceed with your alert set up. [View Alert Service Agreement](#).

By selecting the "Save" button, you are representing your consent and ability to access all of the disclosures, records and other information provided to you in this alert set up process in an electronic format. In addition, you accept the terms described in the Alert Disclosures. If you do not agree to the above, please select "Cancel" to exit this process.

ACCOUNT ALERTS | SECURITY ALERTS | FRAUD ALERTS

Please note that each alert must be edited and/or deleted separately. Editing or deleting one alert does not edit or delete all alerts.

Alert Description	Status	Action
+ Balance Alerts (0/1)		
- Transaction Alerts (0/5)		
+ ATM transaction		Setup
+ Card Not Present		Setup
+ Credit Posted		Setup
+ Debit Posted (99 of 99 remaining)		Setup
+ Declined Transaction		Setup
+ Gas Station Purchase		Setup
+ International Transaction		Setup
+ Transaction Notification		Setup
+ Statement and Payment Alerts (0/2)		

Security Alert Options:

Setup: Select the contact address(es) you would like to be alerts when any changes happen to and click save:

- ✓ Your profile
- ✓ Login changes to your online account access
- ✓ Credit card changes

ACCOUNT ALERTS | **SECURITY ALERTS** | FRAUD ALERTS

Enroll in Security Alerts to receive notification if one of the events listed below occurs on your account. Note: Some security alerts may not be available when accessing via your express login.

Profile Changes for Credit Card

- Changes to your mail or email address.
- Home or mobile phone number changes.

Login Changes for Account Access only

- Online Banking Personal ID or Password changed.
- Online Banking Personal ID and Password disabled due to multiple incorrect login attempts.
- Login Assistance requested.
- ID Shield set up or changed.

Credit Card Changes

- Card is activated online or through phone channel.

Status: Active

Security Alerts will be changed to the following contact addresses.

1	Email	None Selected
2	Email	None Selected
3	Email	None Selected

DELETE SAVE

Fraud Alert Option

Setup: click the link to establish a two-way text alert

- ✓ Update Contact Information

ACCOUNT ALERTS | SECURITY ALERTS | **FRAUD ALERTS**

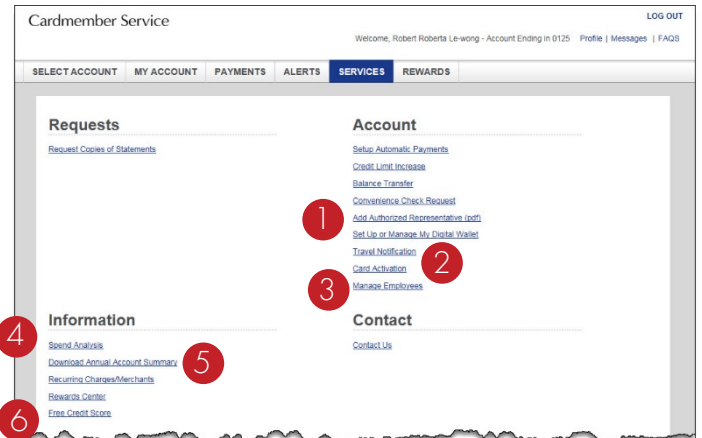
To enable two way text messages which allows us to contact you via text message regarding Fraud Alerts you must have valid Mobile contact information which can be updated through the Update Contact Information button. Within the Contact information page you must provide a mobile number and leave the text message box unchecked to receive this type of communication.

[UPDATE CONTACT INFORMATION](#)

Cardmember Service:

Authorized Officer – Allows you access to many services to manage your account, including adding an Authorized Representative, requesting credit line increases and establishing a digital wallet

- 1 Add Authorized Representative:
- 2 Travel Notifications
- 3 Manage Employees
- 4 Spend Analysis
- 5 Annual Account Summary
- 6 Free Credit Score



Employee Cardmember – Allows you to update your account profile, contact Cardmember Service, and view the Spend Analysis and Annual Account Summary information for your card

1. Add Authorized Representative:

AO can fill out and submit this form to add up to 4 Authorized Representatives (AR) who can help manage the account by performing tasks via Cardmember Service:

- Add new employee cardmembers
- Close employee accounts
- Adjust employee card credit limits

Note: If an Authorized Representative has an employee card, they will have the functionalities of an Employee Cardmember when logging into myaccountaccess.com

2. Travel Notifications:

Notify the credit card company of upcoming travel plans to prevent you from encountering issues using your credit card during your travels.

3. Manage Employees:

Authorized Officer – You can add or remove employee cards to/from business accounts and set spending for the new accounts limits

Cardmember Service LOG OUT
 Welcome, Robert Roberta Le-wong - Account Ending in 0125 [Profile](#) | [Messages](#) | [FAQS](#)

SELECT ACCOUNT MY ACCOUNT PAYMENTS ALERTS **SERVICES** REWARDS

Manage employees

Current company balance **\$59,107**
 Company credit limit **\$50,000**
 Available credit remaining **-\$12,712**

Need more credit?
[Request a credit limit increase for your company](#)

Authorized Officer	Card balance	Spending limit	Available credit
Robert Le-Wong Card ending in 0125 Authorized Officer	\$473.06	\$50,000.00	\$47,235.00

Employee cards

You currently have 2 employee cards

[ADD EMPLOYEE](#)

Employee Card	Card balance	Spending limit	Available credit	Remove Employee
Christine Chlow Card ending in 6904	\$57.62	\$23,000.00	\$22,943.00	Remove Employee

4. Spend Analysis:

An interactive tool allows the AO to review his/her spend by month, quarter and year to identify trends and unusual activity. Data is loaded on a monthly basis, available by the fifth business day of the month

You can review up to 36 months of reports and view total spending by category

Spend Analysis [Download Annual Account Summary](#)

Account data is updated monthly, by the fifth business day.
 Account Ending In: 7537

2018 2017 2016 Month Quarter Year

JAN FEB MAR **APR** MAY JUN JUL AUG

1. [Automotive Related](#) - 42% (\$7,725.47)
2. [Services - Professional](#) - 26% (\$4,718.80)
3. [Durable Goods](#) - 24% (\$4,482.51)
4. [Food and Drink](#) - 2% (\$348.96)
5. [Contractors and General Trade](#) - 2% (\$343.00)
6. [Entertainment, Amusement and Recreation](#) - 2% (\$299.70)
7. [Services - Other](#) - 1% (\$218.50)
8. [Healthcare Services & Supplies](#) - 1% (\$139.16)
9. [Retail - General Merchandise](#) - 1% (\$128.60)

Total: \$18,379.70

Transactions for All Categories Dates: 04/01/2018 - 04/30/2018

TRANSACTION DATE	POST DATE	DESCRIPTION	CATEGORY	AMOUNT
04/24/2018	04/24/2018	ARBICO ORGANICS	Services - Professional	\$113.70
04/23/2018	04/25/2018	BENSON, LEITHEISER & S	Services - Professional	\$4,022.00
04/23/2018	04/23/2018			\$4,653.00

5. Annual Account Summary:

A detailed yearly review of your spending by category. The report further breaks down to illustrate each transaction for the year under each category

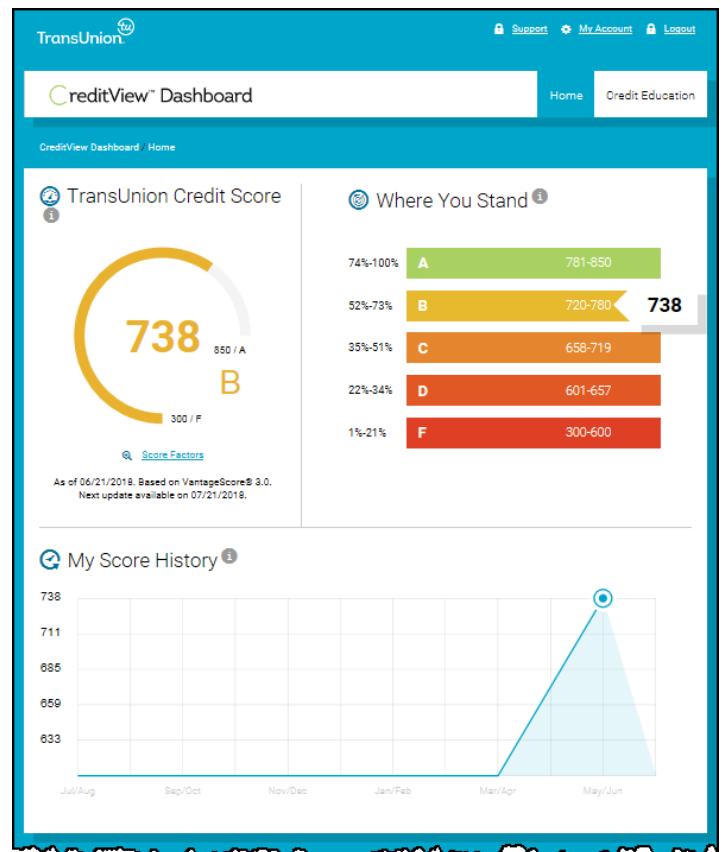
2018 Overview		Data Available as of 09/04/2018
Automotive Related		
Auto + Truck Dirs New + Used Sales Svc Parts		\$1,661.87
Automotive Parts Accessories Stores		\$27,654.58
Automotive Service Shops		\$5,625.97
Automotive Tire Stores		\$198.69
Service Stations With Or Without Ancillary Service		\$930.53
Subtotal Automotive Related		\$36,071.64
Contractors and General Trade		
Welding Repair		\$507.00
Subtotal Contractors and General Trade		\$507.00
Durable Goods		
Commercial Equipment Not Elsewhere Classified		\$2,564.94
Durable Goods Not Elsewhere Classified		\$20.00
Electrical Parts And Equipment		\$768.32
Hardware Equipment And Supplies		\$ 99
Hardware Stores		\$6,761.41
Industrial Supplies Not Elsewhere Classified		\$758.49
Misc-Auto-Aircraft-Farm Equip Not Elsewhere Class		\$4,205.64
Plumbing And Heating Equipment		\$441.29
Subtotal Durable Goods		\$15,541.08
Entertainment, Amusement, and Recreation		
Cable, Satellite, And Other Pay Television And Radio		\$1,226.59
Subtotal Entertainment, Amusement, and Recreation		\$1,226.59
Food and Drink		
Eating Places, Restaurants		\$250.00

6. Free Credit Score²:

You can check your credit score for free anytime you need, and as often as you want without any effect on your score. Your score is updated monthly

Use the Score Trends Graph to view up to 12 months of scores, or use the Score Simulator to estimate what your score could be if you take certain actions

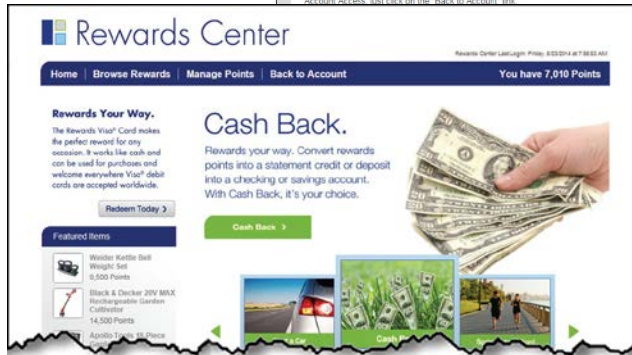
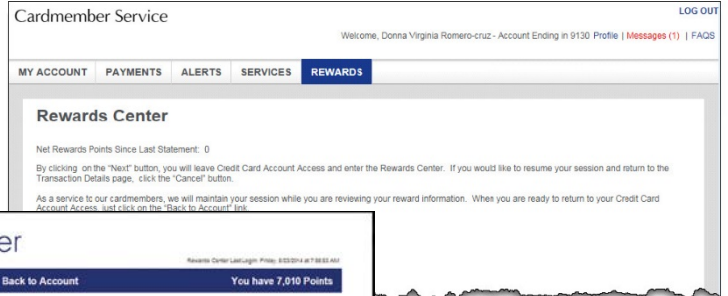
² Free credit score access, Alerts and Score Simulator through TransUnion's CreditView™ Dashboard are available to Elan Financial Services Online Account Access customers only. Alerts require TransUnion database match. It is possible that some enrolled members may not qualify for the Alert functionality. Free credit score by TransUnion® is for educational purposes only and is not used by Elan Financial Services to make credit decisions. Credit score can be updated every 30 days, upon login.



Rewards Center:

Authorized Officer - You have access to review all your reward options and redeem your points.

Employee Cardmember – You would not have access to redeem rewards on a central billed account



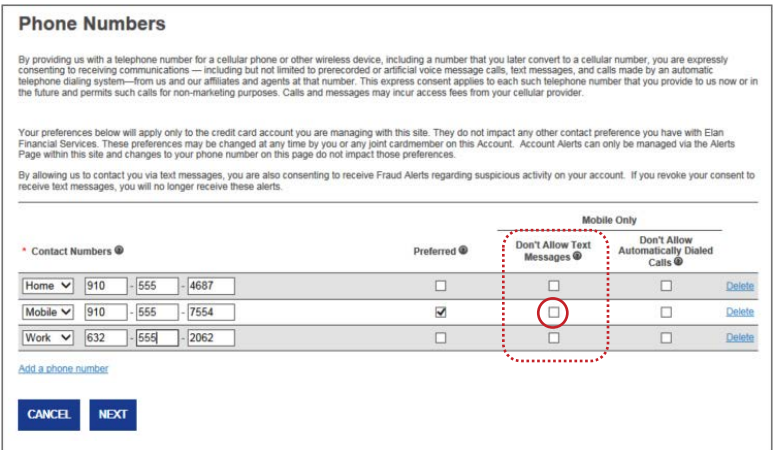
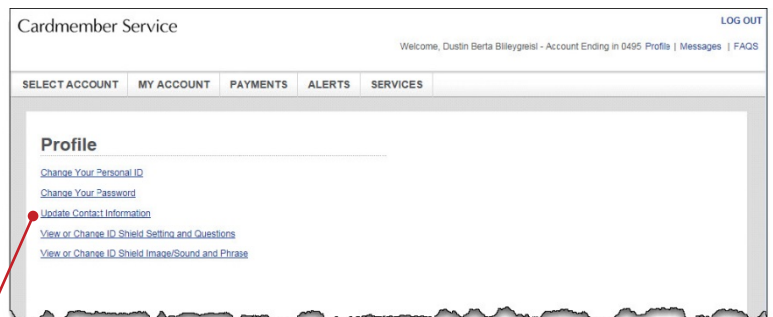
Profile:

Authorized Officer – Allows you to update your contact information and change security settings for Personal ID and Passwords

Employee Cardmember: You can also update your own Personal ID and Password and establish two-way text alerts

Update Contact: You can establish real time, two-way text alerts from this link to help with early fraud detection. When enabled, if a potential fraudulent transaction is detected:

1. Transaction is approved
2. Account is blocked for further transactions
3. Text message sent to mobile phone
4. You respond
 - a. Approve and block is removed
 - b. Decline and you are promoted to call Cardmember Service (1-800-558-3424) to resolve



Note: To enable fraud text alerts you will need to uncheck the **Don't Allow Text Messages** box for your mobile phone number on the Profile page.