

Card Management

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.

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.