DIGITAL BANKING

QUICK GUIDE

CARD CONTROLS

ACTIVATION, TURNING ON AND OFF, TRAVEL
NOTICES, AND CARD UPDATER

ACTIVATE YOUR DEBIT CARD

HOW TO SET UP AND ACTIVATE YOUR DEBIT CARD THROUGH THE MOBILE APP

1. Click **Cards**
2. Scroll to **Set Up Card** at the bottom
3. Click **Card Activation**
4. Click **Activate Card**
5. Done

HOW TO SET UP AND ACTIVATE YOUR DEBIT CARD THROUGH ONLINE BANKING

1. Hover over **Cards**
2. Click **Card Controls**
3. Click **Finish Set Up** on the card under Setup Pending
4. Click **Card Activation**
5. Click **Activate Card**
6. Done

Note: If you are activating your credit card, it will not show up within Digital Banking. You will need to activate via ATM or by phone call.

BLOCK OR UNBLOCK YOUR CARD

HOW TO BLOCK OR UNBLOCK YOUR CARD THROUGH THE MOBILE APP

1. Click **Cards** on the bottom dashboard
2. Click **Block/Unblock Card**
3. Click **Block This Card**
4. Click **Yes, Block/Unblock**

HOW TO BLOCK OR UNBLOCK YOUR CARD THROUGH ONLINE BANKING

1. Hover over **Cards**
2. Click **Card Controls**
3. Click the toggle to block/unblock this card
   a. Card is off when toggle is to the right
   b. Card is on when toggle is to the left

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** in the upper right

HOW TO SET A TRAVEL NOTICE THROUGH ONLINE BANKING

1. Hover over **Cards**
2. Click **Card Controls**
3. Click on the card
4. Click the **arrow** to add Travel Notices
5. Complete the travel dates, destination, and all cards the notice should apply to
6. Click **Save**

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**

UPDATE YOUR CARD WITH MULTIPLE COMPANIES

HOW TO UPDATE YOUR CARD 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 WITH MULTIPLE COMPANIES THROUGH ONLINE BANKING

1. Hover over **Cards**

2. Click **Card Updater**

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