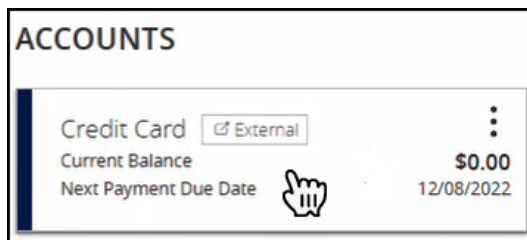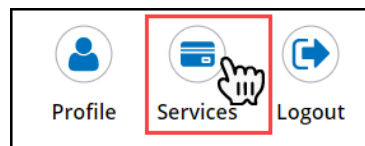# Credit Card Additional Cards Guide
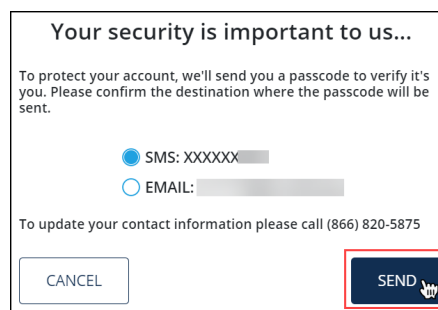
Adding an Additional Card:

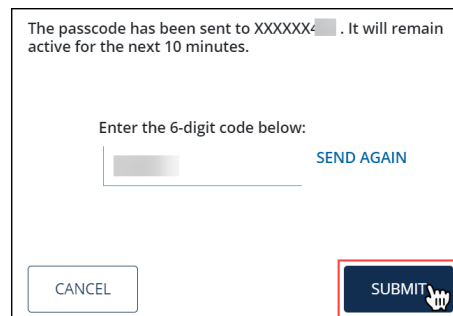1. Log into Online or Mobile Banking and click on the credit card.

2. Click Services.
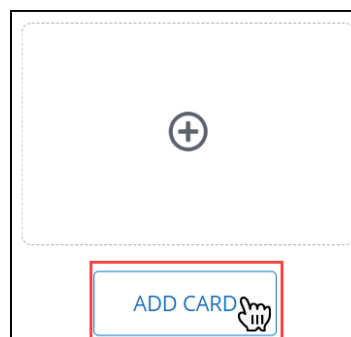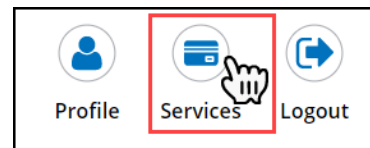

3. Choose the target to send a one-time passcode. Click Send.

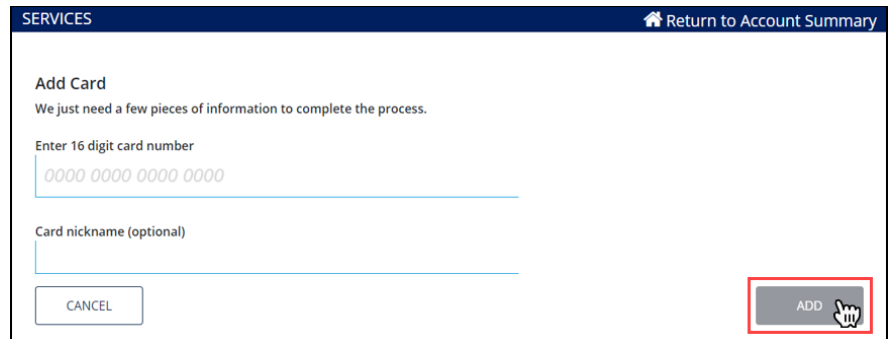4. Enter the one-time passcode. Click Submit.

5. Click Add Card.

ES.additionalcards.232102

Adding an Additional Card:

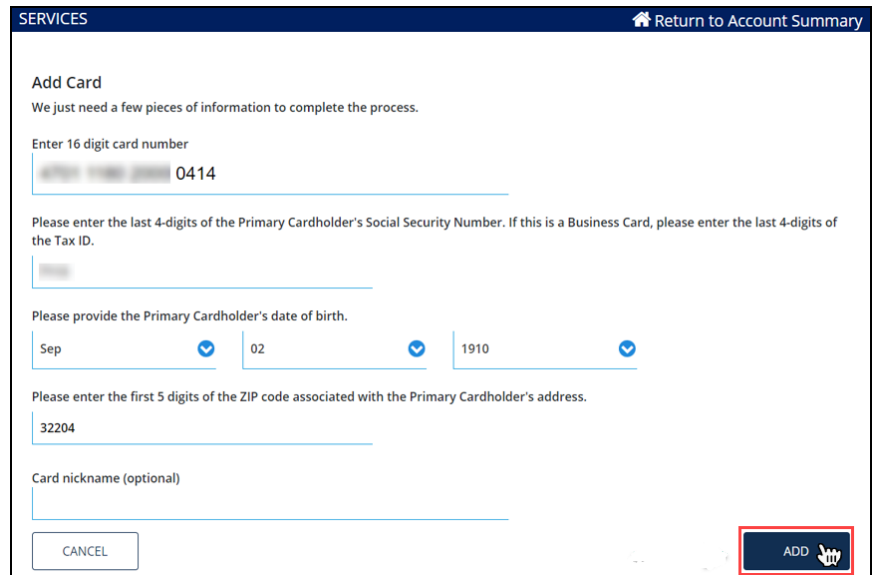6. Enter the credit card number. Click Add.

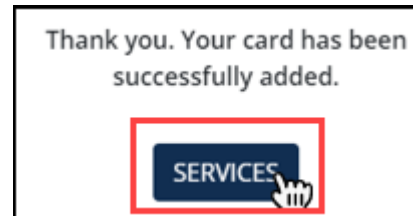   **NOTE**: A card nickname is optional.

7. Enter the primary cardholder's information. Click Add.

   NOTE: For business accounts, enter the:
   - Last four digits of the Tax ID
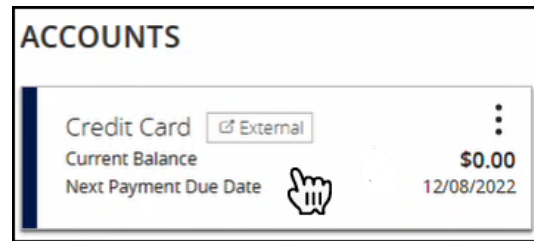   - Business established date
   - Business address zip code

8. A box will display confirming the card has been added. Click Services.
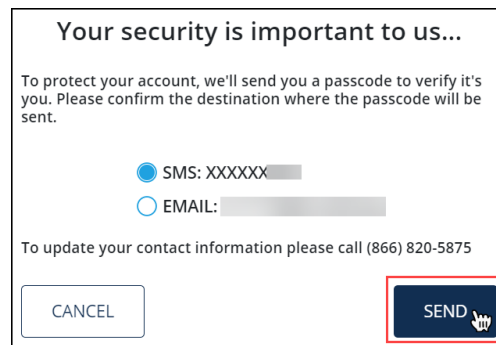
Removing an Additional Card:

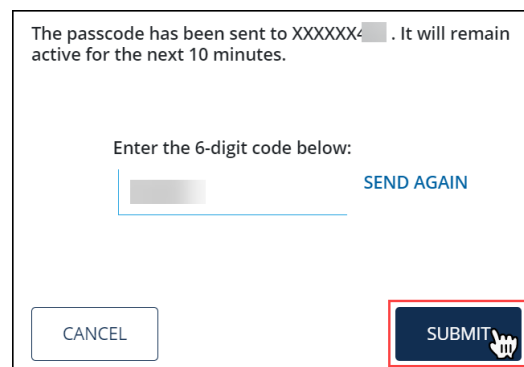1. Log into Online or Mobile Banking and click on the credit card.

ACCOUNTS

Credit Card [External]
Current Balance $0.00
Next Payment Due Date 12/08/2022

2. Click Services.

Profile   Services   Logout

3. Choose the target to send a one-time passcode. Click Send.

Your security is important to us...

To protect your account, we'll send you a passcode to verify it's you. Please confirm the destination where the passcode will be sent.

○ SMS: XXXXXX

○ EMAIL:

To update your contact information please call (866) 820-5875

CANCEL   SEND

4. Enter the one-time passcode. Click Submit.

The passcode has been sent to XXXXXX4 . It will remain active for the next 10 minutes.

Enter the 6-digit code below:

                    SEND AGAIN

CANCEL   SUBMIT

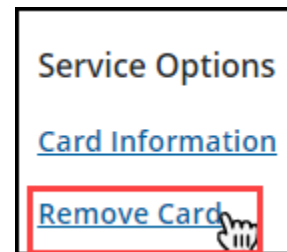ES.additionalcards.232102

Credit Card Additional Cards Guide

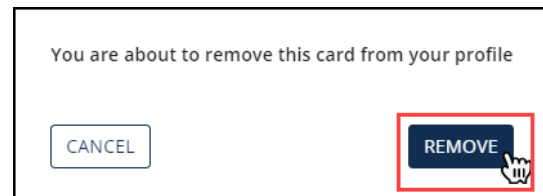## Removing an Additional Card:

5.   Click Select under the card be removed.
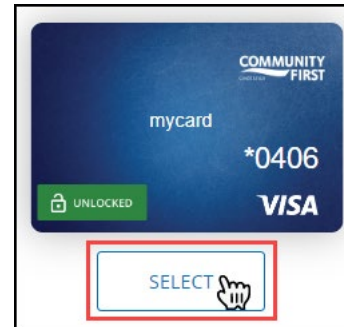
6.   Click Remove Card.

7.   Click Remove.

8.   A box will display confirming the card has been removed from the profile. Click Services.