

Card Valet with First Commercial Bank

Helpful tips and tricks for the Card Valet application.

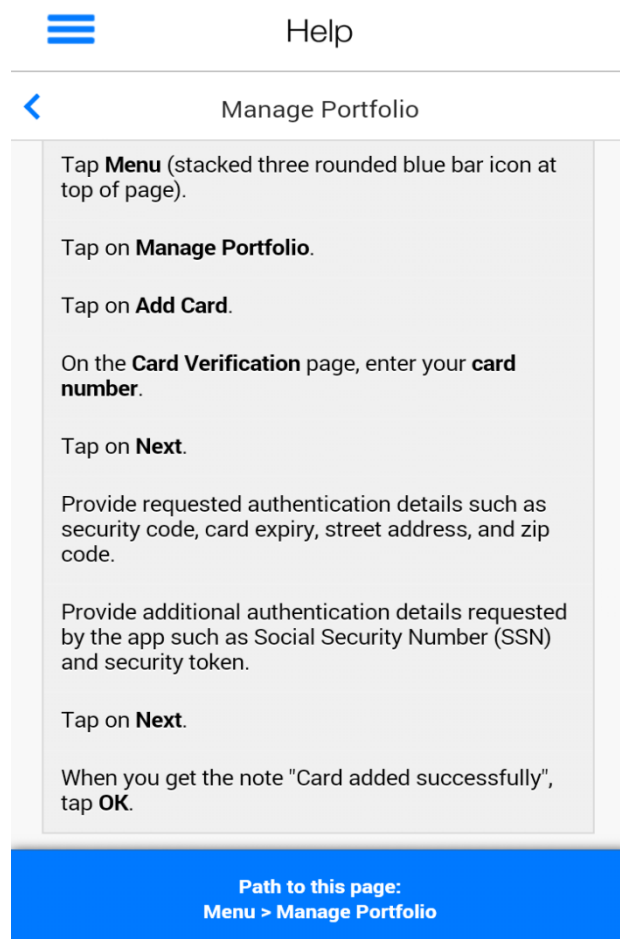
The following document will help you to do any of the following actions:

- How to add a card
- How to view your card details
- How to add a Memo to a transaction
- How to view recent transactions
- How to tag a transaction

Any other questions can be addressed by calling 1 573 624-8828 during normal business hours.

NOTE: If you are trying to report a lost or stolen card then call 1 800 417-8715!

Adding a new card:



The screenshot shows the 'Help' section of the Card Valet app. At the top, there is a blue hamburger menu icon and the word 'Help'. Below this is a horizontal line, followed by a blue back arrow icon and the text 'Manage Portfolio'. The main content area is a light gray box containing the following instructions:

- Tap **Menu** (stacked three rounded blue bar icon at top of page).
- Tap on **Manage Portfolio**.
- Tap on **Add Card**.
- On the **Card Verification** page, enter your **card number**.
- Tap on **Next**.
- Provide requested authentication details such as security code, card expiry, street address, and zip code.
- Provide additional authentication details requested by the app such as Social Security Number (SSN) and security token.
- Tap on **Next**.
- When you get the note "Card added successfully", tap **OK**.

At the bottom of the screenshot, there is a blue bar with the text: "Path to this page: Menu > Manage Portfolio".

Checking recent transactions:

Follow these steps:

Tap **Menu**

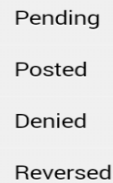
Tap **Home**

Tap **card**

Tap on **Recent Transactions**

Tap on a transaction.

You can view transactions made on your card by tapping on the Recent Transactions link. The transactions are shown in reverse chronological order, with the most recent, pending transactions listed on top. The app shows transactions made on your card for the past 30 days, up to a maximum of 50 transactions. Transactions shown on this page would be in one of the following states:



A screenshot of a mobile app interface showing a list of transaction status options. The options are: Pending, Posted, Denied, and Reversed. The list is contained within a light gray rounded rectangle with a blue arrow on the right side pointing left.

If a transaction is denied or reversed, it is labelled accordingly.

The transaction receipt displays the following details:



A screenshot of a mobile app interface showing a list of transaction receipt details. The details are: Transaction status, Transaction amount, Merchant name, Last four digits of the card number, Last four digits of the account number, Transaction date, and Alerts generated indicator. The list is contained within a light gray rounded rectangle with a blue arrow on the right side pointing left.

How to tag a transaction:

Follow these steps:

Tap **Menu**

Tap on **Transactions**

Tap on a transaction

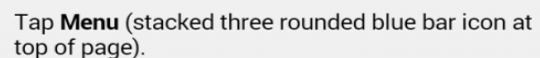
Tap on **Tag**

Select to appropriate option

Tap on **Save**

To tag a transaction:

You can tag (categorize) a transaction as to personal, family, or business. You can also leave a transaction untagged.



A screenshot of a mobile app interface showing a list of steps to tag a transaction. The steps are: Tap **Menu** (stacked three rounded blue bar icon at top of page).

Tap on **Transactions**.

Tap on a transaction.

Tap on **Tag**.

Tap on the appropriate option.

Tap on **Save**.

How to add a memo to a transaction:

Follow these steps:

Tap **Menu**

Tap on **Transactions**

Tap on a transaction

Tap on **Memo**

Add a note

Tap on **Save**

To add a memo to a transaction:

You can add a brief description of the transaction in the Memo section, which helps you remember the transaction details.

Tap **Menu** (stacked three rounded blue bar icon at top of page).

Tap on **Transactions**.

Tap on a transaction.

Tap on **Memo**.

Add a note.

Tap on **Save**.

How to view your card details:

Follow these steps:

Tapping on a card in the Home screen will take you to the Card Details screen. This screen shows the card front image where the last 4 digits of the card number, the cardholder's name, and card expiration date are displayed. Below the card image is a slider which allows you to turn the card Off or On.

In the lower section of this screen, the app display links that allow you to access or view linked accounts, the card control preferences, alert preferences, and recent transactions.

Tapping on the card image will cause it to flip over and display the card back side. The card status, purchase limit, withdrawal limit, and monthly spend are displayed in this view.

Card On/Off