



## Commercial Card Quick Reference Guide

# Enrolling Card for Online Access

- Access [www.Ezcardinfo.com](http://www.Ezcardinfo.com), click **Enroll Now**

To begin your enrollment, be sure to have your commercial card present.

Don't have an account? Register for online access to your account so you can:

- Analyze your spending
- Review your statements
- Pay bills online

**Enroll Now**

Enter your **16-digit card number**, name and **card expiration date** > **Begin Enrollment**

**COLUMBIA BANK**

Begin Your Enrollment

Enter Your Credit Card Number

\*\*\*\*\*1234

**Cancel** **Begin Enrollment**

We ask for your credit card number so we can:

- Verify you belong to this institution

**CREDIT CARD**

1234 5678 9123 4567

VALID THRU 03/18

JOHN H DOE

**Please note:** this is your name not the company name.

Click **Next**

**COLUMBIA BANK**

Details Username Security

Step 1. Enter Account Details

Name on Card

EPIX Test Credit Card

Card Expiration Date

12/2020

**Cancel** **Next**

Your information is safe with us!

**CREDIT CARD**

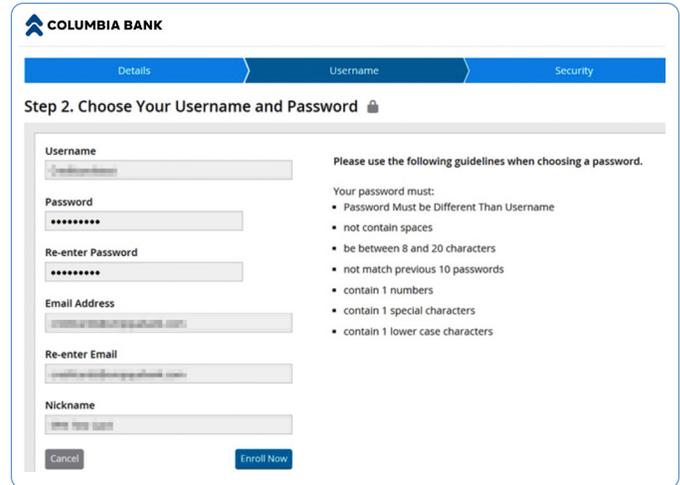
1234 5678 9123 4567

VALID THRU 03/18

JOHN H DOE

**Enrolling Card for Online Access** – continued

- **Complete all fields:** username, password, re-enter password, email address, re-enter email and nickname > **Enroll Now**



**COLUMBIA BANK**

Details Username Security

**Step 2. Choose Your Username and Password**

Username

Password

Re-enter Password

Email Address

Re-enter Email

Nickname

Cancel **Enroll Now**

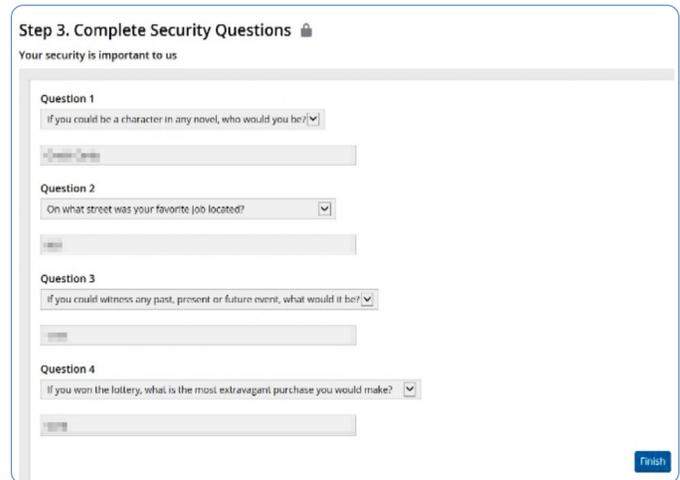
**Please use the following guidelines when choosing a password.**

Your password must:

- Password Must be Different Than Username
- not contain spaces
- be between 8 and 20 characters
- not match previous 10 passwords
- contain 1 numbers
- contain 1 special characters
- contain 1 lower case characters

- Select **four security questions** > **Finish**

**Please note:** security questions cannot have matching answers.



**Step 3. Complete Security Questions**

Your security is important to us

**Question 1**  
If you could be a character in any novel, who would you be?

**Question 2**  
On what street was your favorite job located?

**Question 3**  
If you could witness any past, present or future event, what would it be?

**Question 4**  
If you won the lottery, what is the most extravagant purchase you would make?

**Finish**

**You have successfully enrolled for online access.**

You should now receive two automated emails from:  
[noreply@creditcardcustomerservice.com](mailto:noreply@creditcardcustomerservice.com)

One will confirm enrollment and the second will contain a verification link/code used to validate your email address.



**COLUMBIA BANK** Commercial Cards Online LOG OUT  
EPIX Test C... - 0820

HOME TRANSACTIONS PAYMENTS STATEMENTS ACCOUNT SERVICES ALERTS

**Welcome, EPIX Test Card!**

Current Balance	\$0.00
Pending Balance	\$0.00
Statement Balance	\$0.00
Available Credit	\$1.00
Current Credit Limit Amount	\$1.00
Last Payment	\$0.00
Total Minimum Due	\$0.00
Payment Due Date	Jun 25, 2017

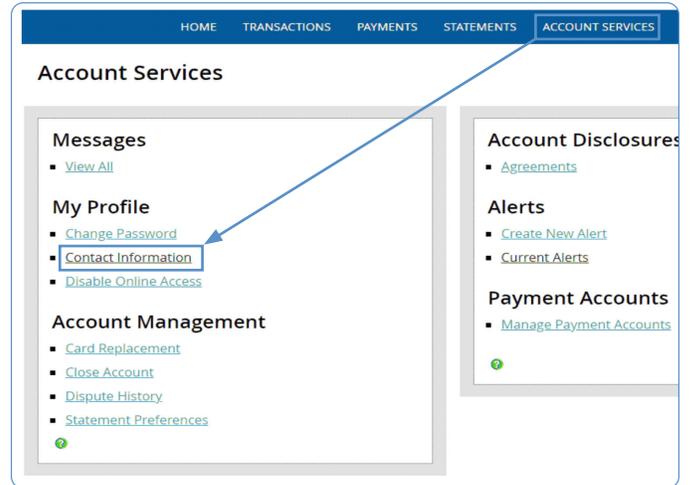
**Pay Bill**

**EASY, CONVENIENT, GREEN!**

Click Here >>>

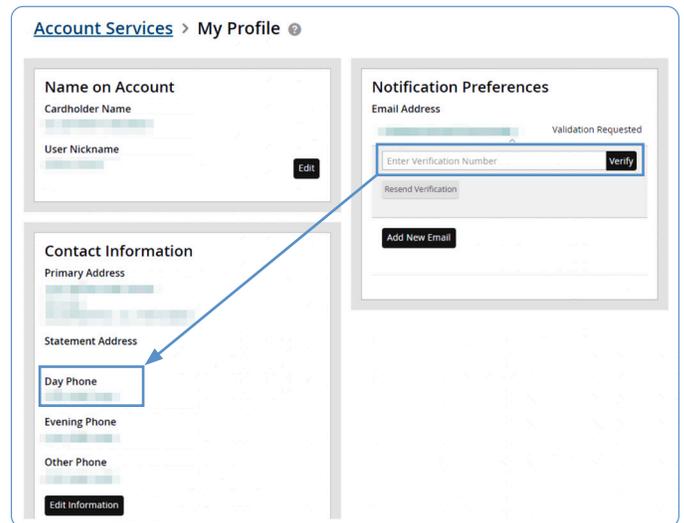
## Updating personal information

- Select [Account Services](#) > [My Profile](#) > [Contact Information](#)



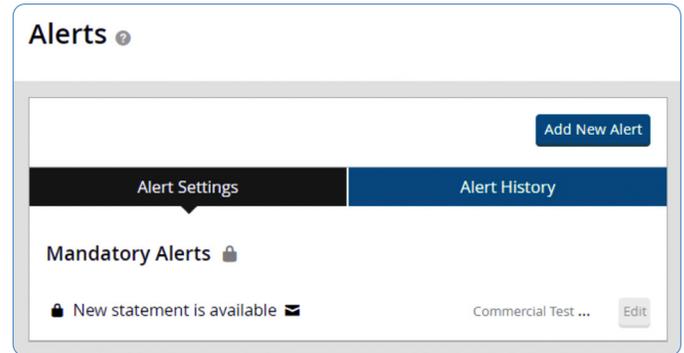
- Please update **Day Phone** number to your cell phone number. Our primary and best communication regarding possible fraud is SMS text. This will also allow our fraud team to get in contact with you in the case suspicious activity is detected on your card.

**Note:** be sure to enter the verification code you received, this will enable monthly statement notices.



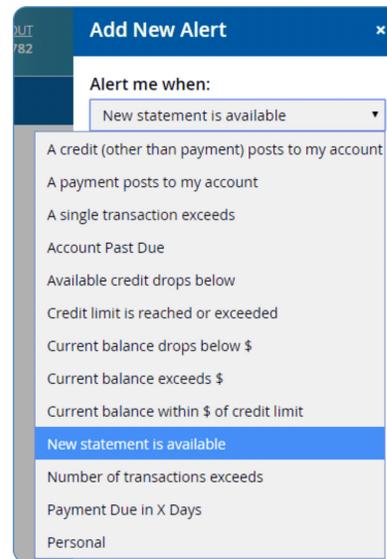
## Adding card alerts

- Select **Alerts** > **Add New Alert**



- Select desired criteria > **Save**

**Note:** statement alerts are mandatory and cannot be deleted. The system will automatically establish them.



## Accessing monthly statements

- **Statements** > **View Statements**
- **View Statement PDFs**

A new window will open > **Accept**

