

Credit Card Registration Guide

First Time Registration:

1. Select the credit card from the home screen in Online or Mobile Banking.

ACCOUNTS

Credit Card External

Current Balance \$0.00

Next Payment Due Date 12/08/2022

2. Review and agree to the Terms and Conditions. Click Next.

I have reviewed and accept the Terms and Conditions.

CANCEL SAVE PRINT NEXT

3. Enter the primary cardholder's information. Click Next.

NOTE: For business accounts, enter the:

- Last four digits of the Tax ID
- Business established date

NOTE: This should be the date listed on your SunBiz registration. If you need to obtain this information, call (800)342-8416.

- Business address zip code

Card Information and Verification

All fields are required.

VERIFICATION PROFILE INFO SECURITY SETTINGS

Enter Card Number

XXXX XXXX XXXX 0011

Please enter the last 4-digits of the Primary Cardholder's Social Security Number. If this is a Business Card, please enter the last 4-digits of the Tax ID.

Please provide the Primary Cardholder's date of birth.

Nov 11 1911

Please enter the first 5 digits of the ZIP code associated with the Primary Cardholder's address.

32204

CANCEL BACK NEXT

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First Time Registration:

4. Complete all required fields on the Profile Information page. Click Next.

NOTE: For business accounts, enter the first and last name of a Responsible Individual.

The screenshot shows the 'Profile Information' registration page. At the top, there are three navigation icons: 'VERIFICATION', 'PROFILE INFO' (which is highlighted), and 'SECURITY SETTINGS'. Below the icons, it says 'All fields are required unless otherwise stated.' The form contains the following fields: 'First Name' with the value 'ACCOUNT', 'Last Name' with the value 'TESTING', 'Card Nickname (optional)' with the value 'My Card', 'Mobile Number' with a dropdown set to 'United States' and the value '201-555-0123', 'Email Address', and 'Verify Email Address'. There are three buttons at the bottom: 'CANCEL', 'BACK', and 'NEXT'. The 'NEXT' button is highlighted with a red box and has a mouse cursor over it.

5. Complete the security questions. Click Submit.

NOTE: These security questions are specific to Credit Card Tools and are not connected to Online/Mobile Banking access.

The screenshot shows the 'Profile Settings' registration page. At the top, there are three navigation icons: 'VERIFICATION', 'PROFILE INFO', and 'SECURITY SETTINGS' (which is highlighted). Below the icons, it says 'Select three questions from the options below. These questions will be used to help verify your identity.' The form contains three questions, each with a dropdown menu and an answer field. The questions are labeled 'Select Question #1', 'Select Question #2', and 'Select Question #3'. There are three buttons at the bottom: 'CANCEL', 'BACK', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box and has a mouse cursor over it.

6. A confirmation box will display. Click OK.

The screenshot shows a confirmation box with the text 'Thank you. You are now enrolled.' and 'You'll now be taken to your account summary page.' Below the text is a button labeled 'OK'. The 'OK' button is highlighted with a red box and has a mouse cursor over it.