1. APP SETUP & ADD A CARD

**STEP 1:** Card Lock user authentication is based on a five-digit numeric PIN. If you’re a first-time user, Card Lock will prompt you to create a PIN, re-enter it, and then log-in with it before you can access the app.

**STEP 2:** Tap Add an Account to add an eligible credit card account.

**STEP 3:** Type in your 16-digit credit card number and then tap Next.

**STEP 4:** Tap on Tap Here to read the terms and conditions, select the radio button to accept the terms and conditions, and then tap Next.

You must read the terms and conditions and accept them to complete authentication. If you cancel out of the Terms and Conditions screens, it will end the adding an account function, and you will need to start over from the beginning.
APP SETUP & ADD A CARD, CONTINUED

STEP 5: Complete the security validation fields and tap Next. All questions must be answered correctly to proceed.

STEP 6: Now create an account nickname for the added credit card (10 characters maximum, no special characters) and tap Next.

STEP 7: When successful, the card displays in the app. To access the app in the future, you only need to enter your PIN to log in.

FORGOTTEN PIN

If you forget your PIN, Card Lock features a “Forgot Your PIN” function. Simply tap the Forgot your PIN? prompt on the login screen. When you reset your PIN, you must re-authenticate any and all cards currently programmed in the app.
2. SETTING UP ALERTS

**STEP 1:** After you log in with your PIN, the first screen you see, Available Cards, will list the cards you have added to the app. Tap on the card you wish to set up alerts for — this will take you to the Main Menu for that card.

**STEP 2:** Tap on Alert Management.

**STEP 3:** Tap Add New Alert.

**STEP 4:** A list of available alerts will appear. Tap on the type of alert you want to set up. For this example, we chose Online Transactions.
SERVICES QUICK GUIDE: How to use Card Lock, continued

SETTING UP ALERTS, CONTINUED

STEP 5: To edit an alert, tap **Edit**.

STEP 6: Choose the delivery channels you'd like to receive your alert through. Push notifications will be automatically enabled. To turn them off, slide the button to the left. Other channels must be added first via the Alert Delivery Management menu before enabling them for an alert. To enable a channel, slide the button to the right.

STEP 7: Tap **Save and Add Alert**.

STEP 8: A list of saved alerts will appear on the Alert Management main screen.
3. ALERT DELIVERY MANAGEMENT

**STEP 1:** After you log in with your PIN, the first screen you see, Available Cards, will list the cards you have added to the app. Tap on the card you wish to set up alerts for — this will take you to the Main Menu for that card.

**STEP 2:** Tap on Alert Delivery Management.

**STEP 3:** Push notifications are automatically enabled. To turn them off, slide the button to the left. If you want to add a new alert delivery channel, tap Add Destination.

**STEP 4:** A list of available channels will appear. Tap on the channel (destination) you want to add. For this example, we chose Text Message. After you've added your information, choose whether to make it your default notification channel, and then tap Save Changes.
SERVICES QUICK GUIDE: How to use Card Lock, continued

**Alert Delivery Management, Continued**

**STEP 5:** A confirmation will appear when the new channel has been added.

- The new channel will appear in the list of channels (destinations) on the Alert Delivery Management screen.

- The new channel will appear in the list of channels (destinations) on the Alert Delivery Management screen.
4. SETTING UP CONTROLS

**STEP 1:** After you log in with your PIN, the first screen you see, Available Cards, will list the cards you have added to the app. Tap on the card you wish to set up alerts for — this will take you to the Main Menu for that card.

**STEP 2:** Tap on Control Management.

**STEP 3:** Tap Add New Control.

**STEP 4:** A list of available controls will appear. Tap on the control you want to add.
SETTING UP CONTROLS, CONTINUED

**STEP 5:** The next screen will look different depending on which control you’ve chosen to add. Fill in any fields or choose from the dropdowns provided to set up the control, then tap **Save and Add Control**.

**STEP 6:** A confirmation will appear when the new control has been added.
5. LOCKING AND UNLOCKING A CARD

**STEP 1:** After you log in with your PIN, the first screen you see, Available Cards, will list the cards you have added to the app. Tap on the card you wish to set up alerts for — this will take you to the Main Menu for that card.

**STEP 2:** Tap on Control Management.

**STEP 3:** Tap Add New Control.

**STEP 4:** Tap Lock Card.
LOCKING AND UNLOCKING A CARD, CONTINUED

**STEP 5:** Tap **Save** and Add Control.

The **Lock Card** control will then appear in the list of active controls on the Control Management screen.

**STEP 6:** To unlock the card, tap on the words **Lock Card**. Two buttons will appear: **Edit** and **Delete**. Tap **Delete**, and your card will be unlocked again.

**STEP 7:** Tap **Cancel** to keep your card locked, or tap **Delete** to remove the lock.

**STEP 8:** A confirmation will appear when the lock has been removed.
6. BLOCK ALL CARDS

**STEP 1:** On the Available Cards screen, tap on **Block All Cards**.

**STEP 2:** If you’re sure you want to block all of your credit cards that are registered in Card Lock, tap **Block All Cards**.
If you want to block only one card, go to Control Management for that card and add a Lock Card control.

**STEP 3:** A confirmation will appear when you have successfully blocked all cards that you have registered in Card Lock.

**STEP 4:** To remove the Block, tap **Release All Card Blocks**.