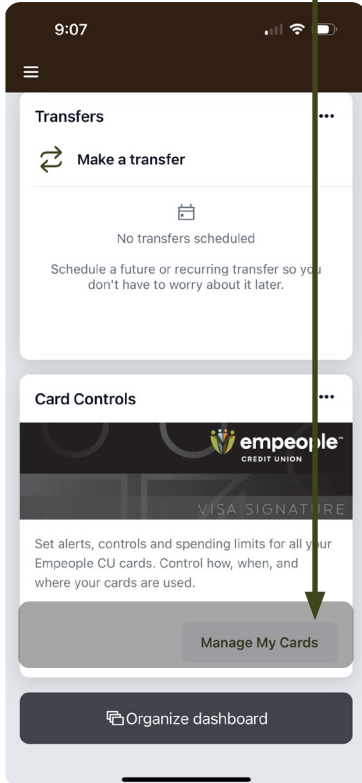




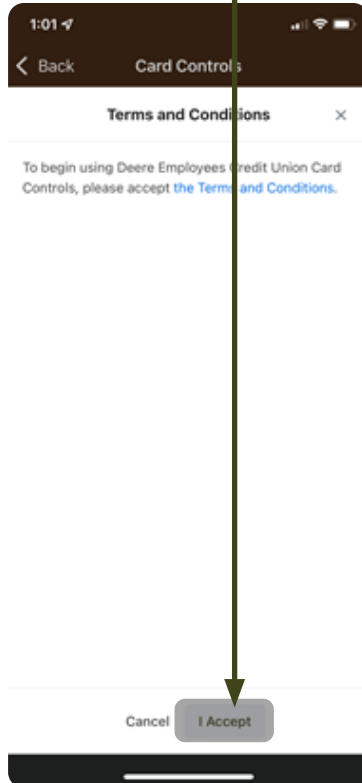
CARD CONTROLS

Set alerts, controls and spending limits for all your Empeople cards. Control how, when, and where your cards are used.

1. On Card Controls, click Manage My Cards.



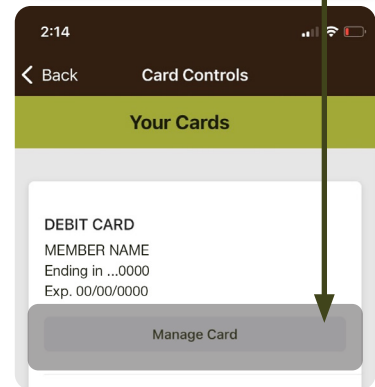
2. Accept Terms and Conditions.



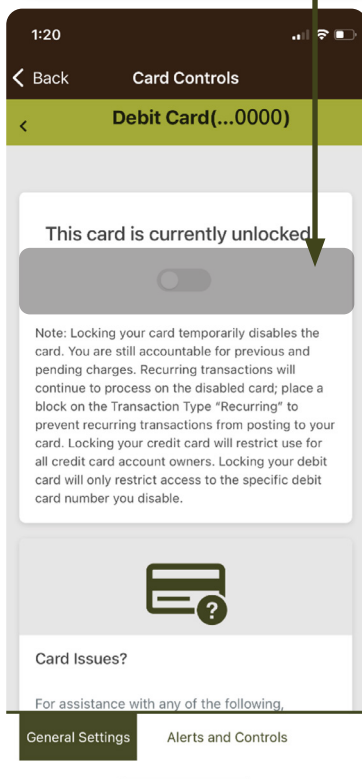
3. Enter email address and phone number—click Save.



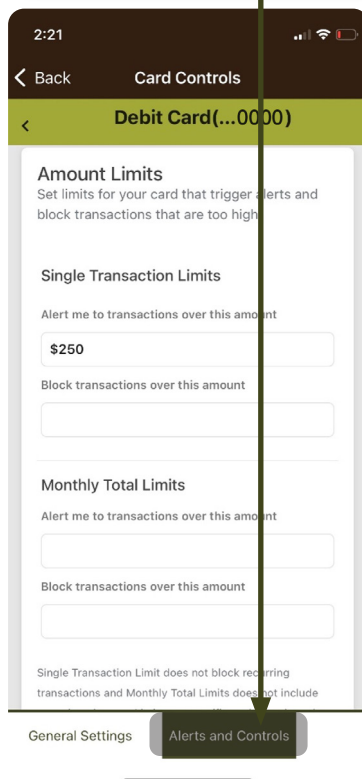
4. Choose which card to manage—click Manage Card.



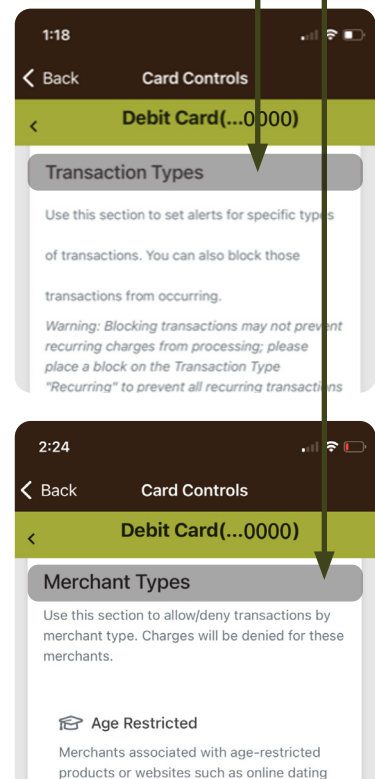
5. In General Settings, use the toggle switch to temporarily lock or unlock your card.



6. Click Alerts and Controls to set amount limits such as single transactions limits and monthly limits—be sure to save.

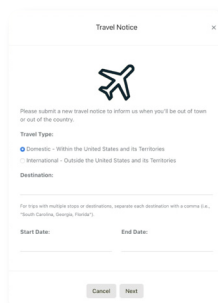


7. You can choose to be alerted or block specific types of transaction and merchant types—be sure to save.



TRAVEL NOTICE

1. Set New Travel Notice
2. Select Travel Type and input Destination, Start Date, and End Date. Select Next and be sure to Save.



LOST/STOLEN

1. If your card is stolen or lost, please walk through the prompted steps to ensure we disable your existing card and issue you a new one.

