

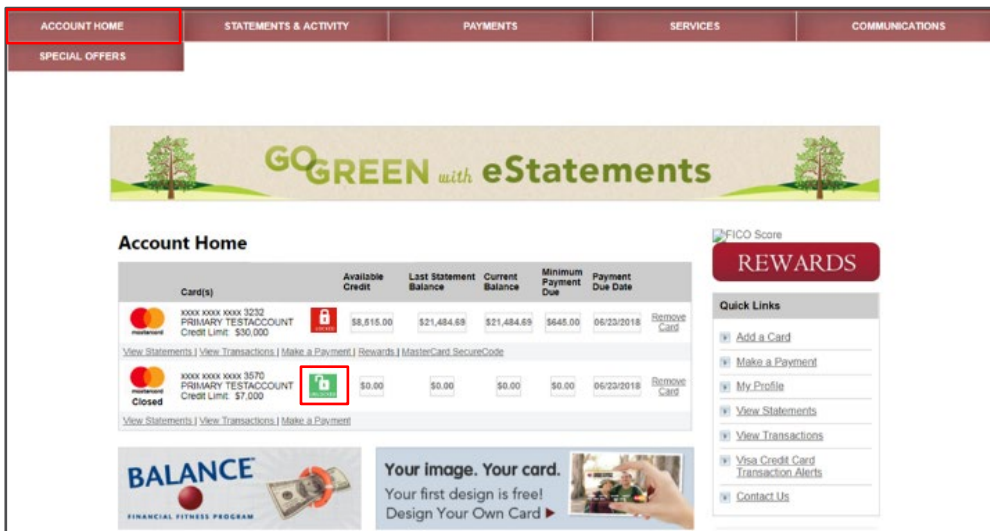
Card Lock/Unlock

Card Lock/Unlock is supported for both Single Entity as well as Separate Entity. In Separate Entity, the lock is applied on the card level, not the account level.

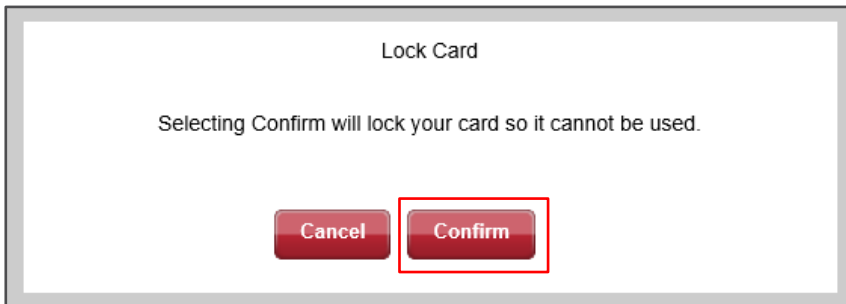
Locking Card from the Account Home tab

Lock your credit card using the following steps:

1. Login to Access Point.
2. Click the **Account Home** tab.
3. Click the **Lock** icon. The confirmation screen displays.



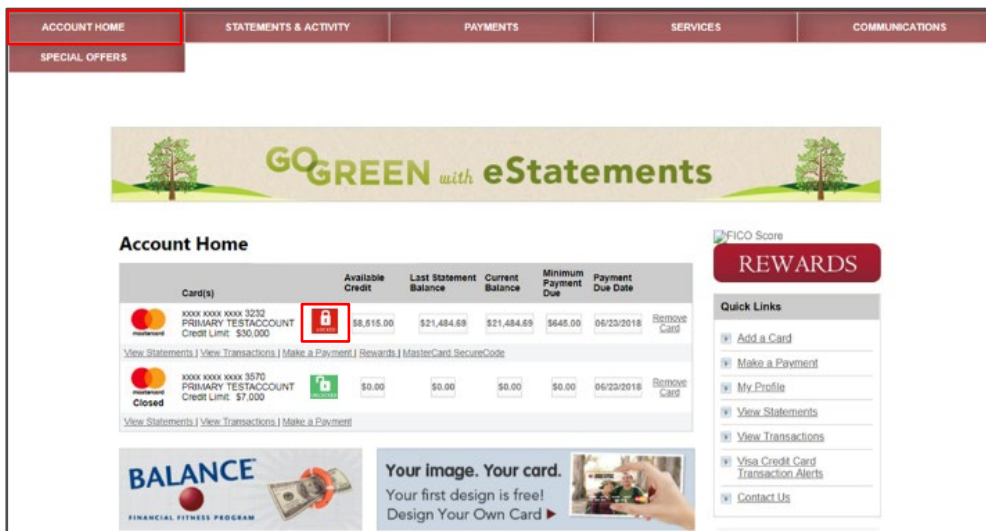
4. Click the **OK** button. The card is locked and cannot be used.



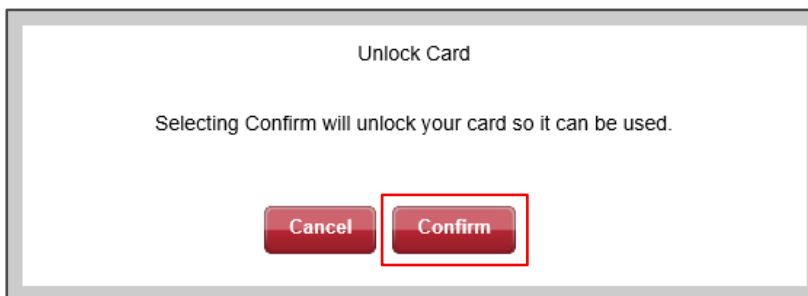
Unlocking Card from the Account Home tab

Unlock your credit card using the following steps:

1. Login to Access Point.
2. Click the **Account Home** tab.
3. Click the **Unlock** icon. The confirmation screen displays.



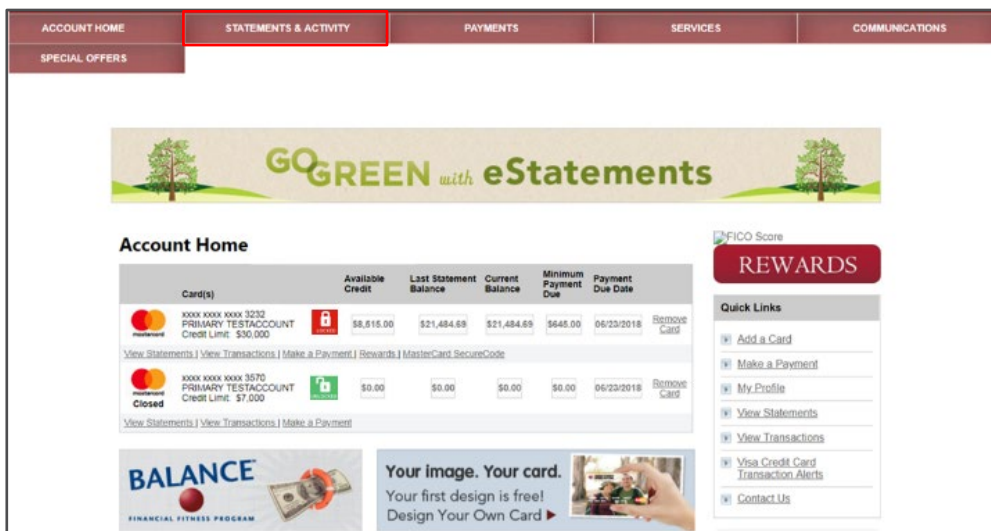
4. Click the **OK** button. The card is unlocked and can be used.



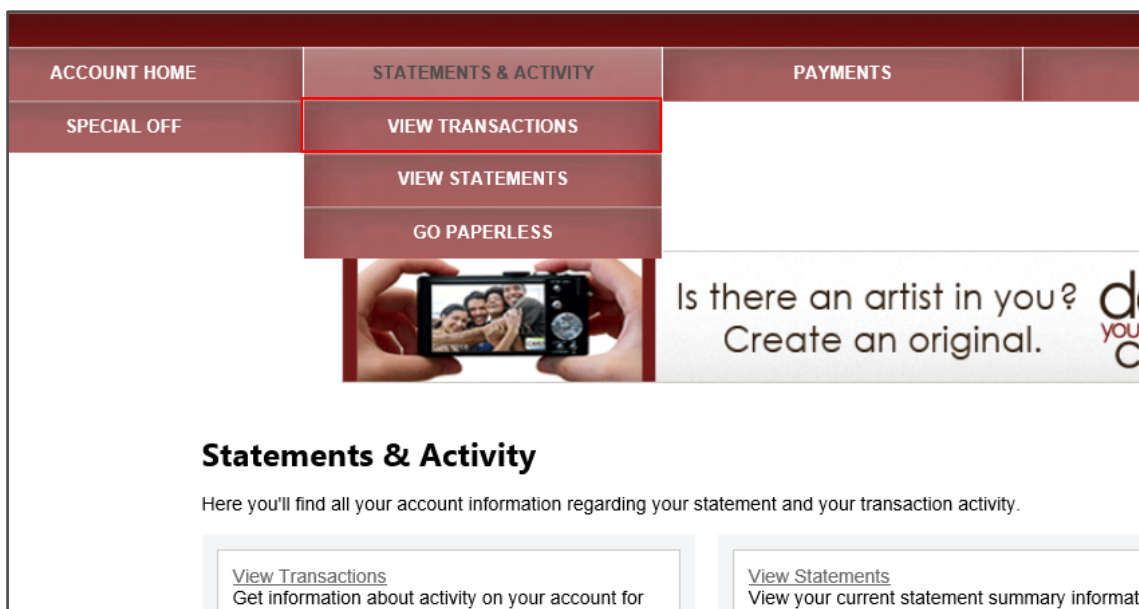
Locking Card from View Transactions

Cardholders can lock their credit card using the following steps:

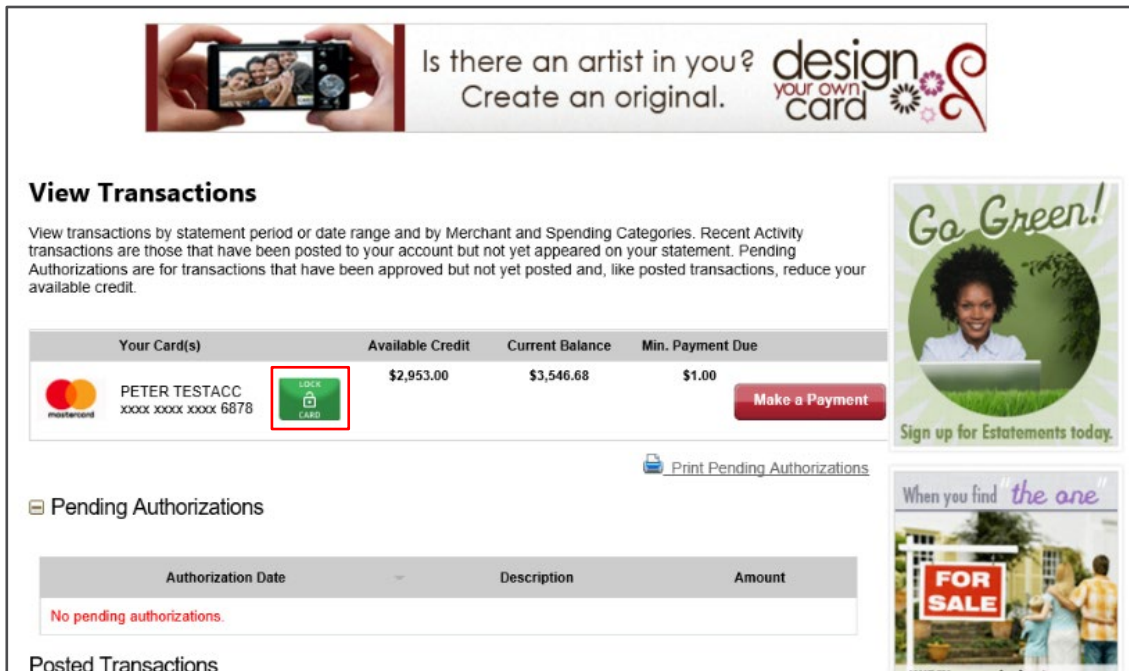
1. Login to Access Point.
2. Click the **Statements & Activity** tab.



3. Select **View Transactions** from the drop-down menu. The View Transactions screen displays.

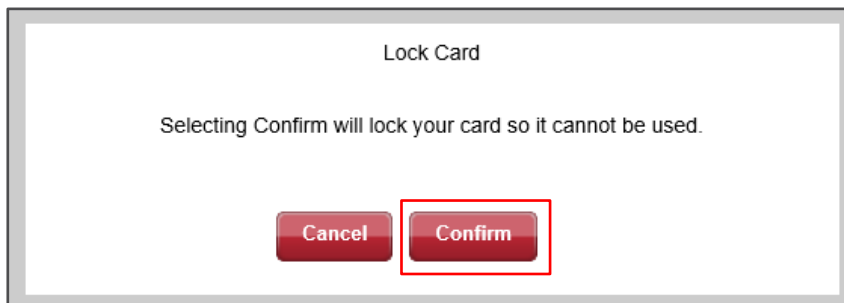


4. Click the **Lock** icon. The confirmation screen displays.



The screenshot shows a credit card account page. At the top, there is a banner for 'design your own card' with the text 'Is there an artist in you? Create an original.' Below the banner is a 'View Transactions' section with a sub-header and a paragraph of text. A table displays card information for 'PETER TESTACC' with a card number 'xxxx xxxx xxxx 6878'. The table has columns for 'Your Card(s)', 'Available Credit', 'Current Balance', and 'Min. Payment Due'. A green 'LOCK CARD' button is highlighted with a red box. To the right of the table is a 'Make a Payment' button. Below the table is a 'Pending Authorizations' section with a table header and a message 'No pending authorizations.' At the bottom, there is a 'Posted Transactions' section. On the right side of the page, there are two promotional banners: 'Go Green!' and 'When you find the one!'.

5. Click the **OK** button. The card is locked and cannot be used.

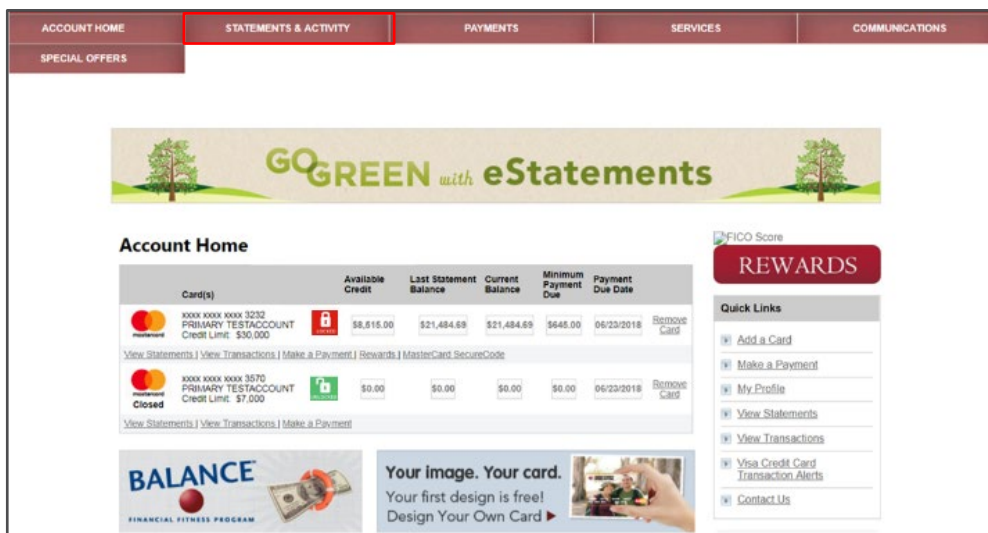


The screenshot shows a 'Lock Card' confirmation dialog box. The title is 'Lock Card'. The main text reads 'Selecting Confirm will lock your card so it cannot be used.' At the bottom, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box.

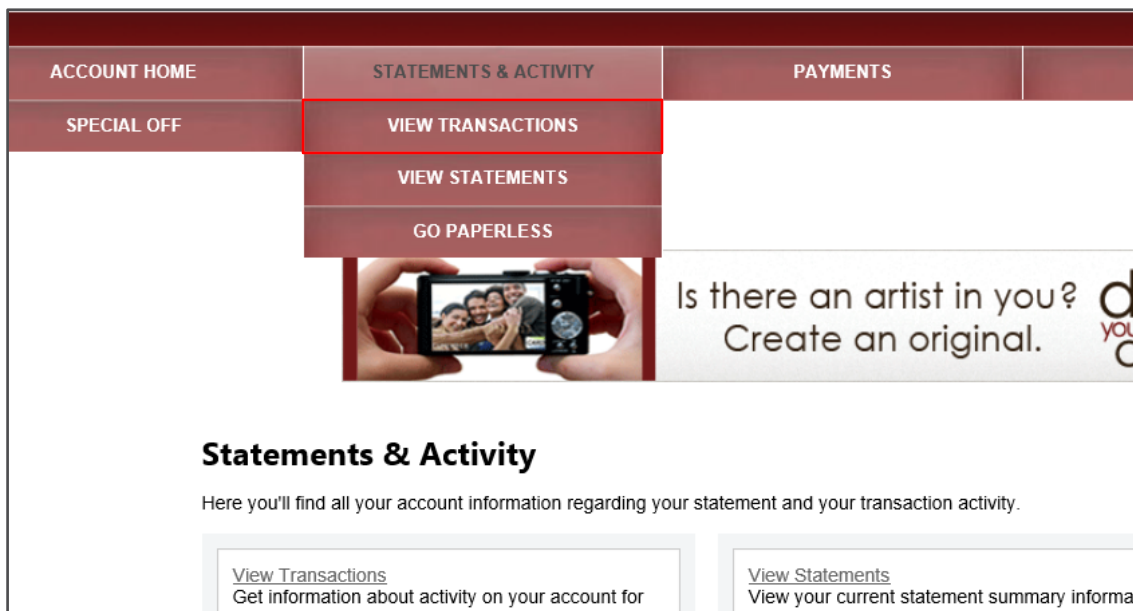
Unlocking Card from View Transactions

When the cardholder unlocks their card in Access Point, this removes the A-lock, places a set of memos, and removes the Account Status Reason code 01. Cardholders can unlock their credit card using the following steps:

1. Login to Access Point.
2. Click the **Statements & Activity** tab.



3. Select **View Transactions** from the drop-down menu. The View Transactions screen displays.



4. Click the **Unlock** icon. The confirmation screen displays.

The screenshot shows a credit card management interface. At the top, there is a banner for 'design your own card' with the text 'Is there an artist in you? Create an original.' Below this is a section titled 'View Transactions' with a sub-header 'Your Card(s)'. A table lists card details for 'PETER TESTACC' with a card number 'xxxx xxxx xxxx 6878'. The table columns are 'Your Card(s)', 'Available Credit', 'Current Balance', and 'Min. Payment Due'. The 'Available Credit' is \$2,953.00, 'Current Balance' is \$3,546.68, and 'Min. Payment Due' is \$1.00. A red 'UNLOCK CARD' icon is highlighted with a red box. To the right of the card details is a 'Make a Payment' button. Below the card details is a 'Pending Authorizations' section with a table header: 'Authorization Date', 'Description', and 'Amount'. The table content is 'No pending authorizations'. On the right side of the interface, there are two promotional banners: 'Go Green!' featuring a woman and 'When you find the one!' featuring a house with a 'FOR SALE' sign.

5. Click the **OK** button. The card is unlocked and can be used.

The confirmation dialog is titled 'Unlock Card'. It contains the text: 'Selecting Confirm will unlock your card so it can be used.' At the bottom of the dialog are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with a red box.