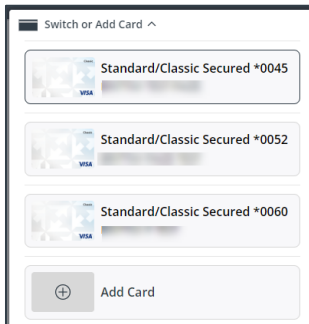


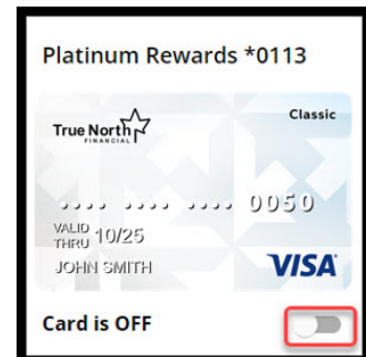
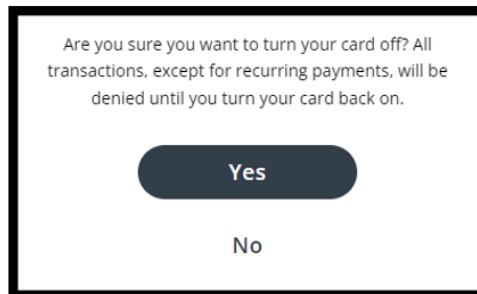
How to Turn a Card Off or On

Cardholders can turn a card on or off. If you turn off a card, all transactions will be denied, except for any previously scheduled recurring payments/transactions.

1. From the Carousel in **CardWise** select the card that you want to turn off.



2. Click the Card is ON toggle under the card image. Click Yes to confirm. The card will now display as Card is OFF.



Note: If notifications are turned on for the app, cardholders will receive notification of turning the card on or off. Secondary Cardholders or Authorized Users will also receive a notification if one of their cards is turned off.

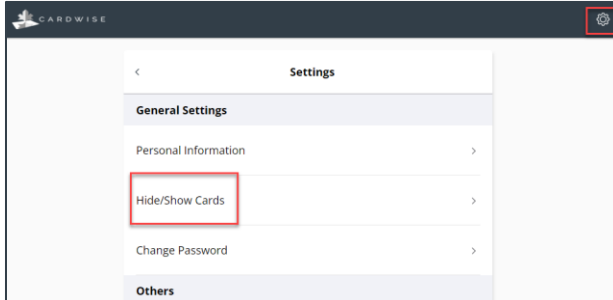
3. To turn a card back on toggle the card back to "Card is On". Click Yes to confirm. Cardholders will receive a notification (if notifications for the app are turned on).

How to hide/show a card

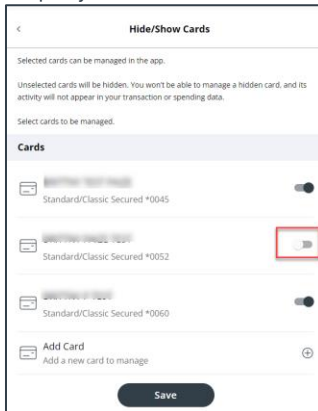
Cardholders can hide/show a card from **CardWise Online** (web version) only.

Hiding a card will make the card unavailable in **CardWise**. Cardholders can't manage the card or see any information/transaction data for the card until the card is shown again. Your card can continue to be used for transactions as normal (you can turn OFF your card to disable all use – other instructions are available).

1. Click the Settings gear icon and click **Hide/Show Cards**.

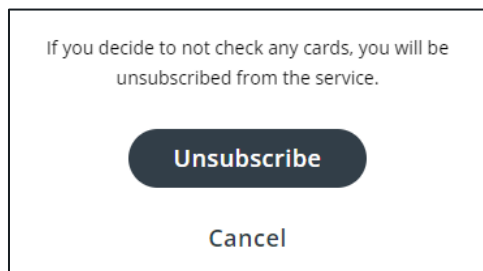


2. Click the toggle button of the card to hide and click **Save**. The toggle button will display as off, and the card will no longer be visible in the card carousel.



3. To show the card again, simply turn the toggle back to the ON position.

Important! If the card chosen to hide is the only card available, it will be unsubscribed from **CardWise** and will need to be re-registered as a new user. This may result in losing any previous transaction history.



The CardWise platform supports both Mastercard® and Visa credit cards issued by Collabria Financial Services. The above instructions apply to both networks.

The Collabria Card is issued by Collabria Financial Services Inc. pursuant to a license. *All other trademarks are the Property of their respective owner(s).