

LOCKING/UNLOCKING CARD FROM THE ACCOUNT HOME TAB:

STEP 1

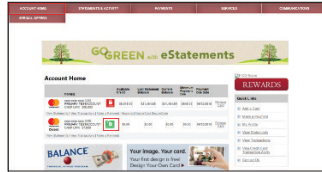
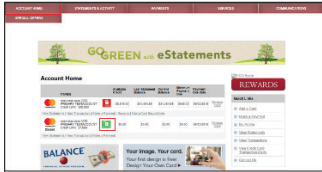
Login to Online Banking.

STEP 2

Under the **Account Tab** on the Online Banking homepage, click on your **Visa® Credit Card**. A new window will open for your Credit Card Account.

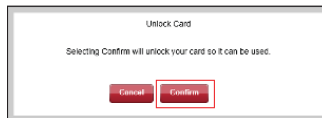
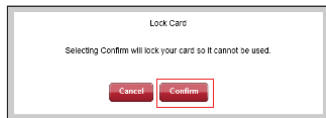
STEP 3

Click the **Lock Card** green icon in the center of the page next to your available credit. A confirmation screen displays.



STEP 4

Click the **confirm** button to lock your card.



STEP 5

Follow the same steps to unlock your card when you are ready to use it.

Adding a Travel Note:

Members now have the ability to submit travel notes. This will help prevent any disruption in using your credit card should you travel. Steps to place a travel note:

1. Login to Online Banking.
2. Under the Accounts tab on the Online Banking homepage, click on your Visa® Credit Card. A new window will open for your Credit Card Account.
3. Click the Communications tab at the top of the page.
4. Select Travel Notes from the drop down menu.
5. Select the credit card you are adding Travel Notes to, and select Next.
6. Enter the last 4 digits of the primary cardholder's Social Security Number and click Submit.
7. Enter the 5 digit zip code associated with the primary cardholder's address and click Submit.
8. Enter the departure and return date along with where you plan to travel and click Submit.

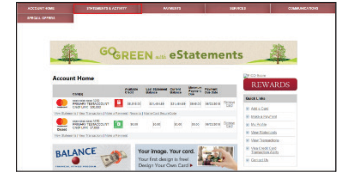
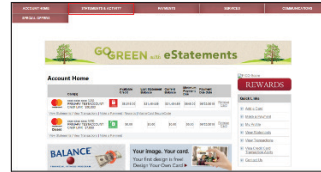
LOCKING CARD FROM VIEW TRANSACTIONS:

STEP 1

Login to Online Banking.

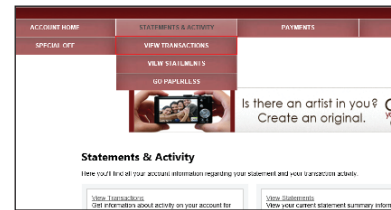
STEP 2

Under the **Account Tab** on the Online Banking homepage, click on your **Visa® Credit Card**. A new window will open for your Credit Card Account.



STEP 3

Click on the **Statements & Activity Tab** at the top of the page.

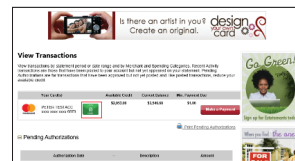


STEP 4

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

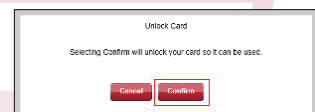
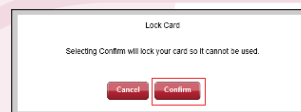
STEP 5

Click the **Lock Card** green icon in the center of the page next to your available credit. A confirmation screen displays.



STEP 6

Click the **confirm** button to lock your card.



STEP 7

Follow the same steps to unlock your card when you are ready to use it.