

# CARDS

## STARTER GUIDE



EASY BANKING BUSINESS



**BNP PARIBAS**  
**FORTIS**

The bank for a changing world

# STARTER GUIDE

**This starter guide contains an overview of the functionalities included in the Cards module.**

## USER RIGHTS OVERVIEW:

First, it is important to set up the user rights correctly.

The contract manager can assign the following rights via the Administration module in the Cards module:

USER RIGHTS	USERS WITH THESE USER RIGHTS CAN:
Consult all cards	consult all cards associated with accounts in the contract
Consult own cards	only consult own cards associated with accounts in the contract
Input	consult information, make modifications and enter orders for all cards, but have no permission to sign
Sign with another user	execute modifications and orders, but need another user to also sign those actions
Sign alone	execute modifications and orders and sign them alone
No access	not access this module

Attention: you must log off in the following two situations:

- 1 You change your own rights as contract manager.
- 2 As contract manager you change the rights of user X that is currently logged in in Easy Banking Business.  
The changes will apply to user X after he/she logged off.

## THE CARDS MENU

The menu at the top of Easy Banking Business makes it easy for you to go to the functionality you need. You can:

- Consult the cards overview and the transactions by credit card.
- Manage credit cards individually:
  - » Modify card limits
  - » Block and unblock cards
  - » Manage geo-blocking and online usage
  - » Replace a credit card
  - » Manage contact details (e.g. address for monthly expenditure)
  - » Close a credit card
- Search credit card transactions and request a file download.
- Order a new credit card.

Accounts ▾	Payments ▾	Cards ▾	Credits ▾	Investments ▾	Administration ▾	Tasks 4	Alerts 3
MY EASY BANKING BUSINESS						DISCOVER	
Overview users							
User management		Access and signing rights		Reports and documents		Our products and services	
Manage users		Manage account access		Manage CODA reporting		Sitemap and all functions	
		Manage signing rules		Request documents			
		Sign user modifications		Documents to complete		Corporate & Public Banking	
				Sign documents			


## CONSULT THE CARDS OVERVIEW

This section contains an overview of the credit cards, bank cards, cash deposits and access cards in the contract, depending on your user rights.

CARDS OVERVIEW						
Go to <a href="#">Sign transactions</a>						
Use '►' or '▼' to show or hide cards of each type.						
▼ CREDIT CARDS						+ NEW CREDIT CARD
CARDHOLDER	CARD NUMBER	ACCOUNT	SPEND	STATUS	EXPIRY DATE	
DARTSCH JEAN-LUIDWINA	5478 33XX XXXX 3806	BE21 2800 5866 2203	281.20 EUR	In Use	04/2019	
DARTSCH JEAN-LUIDWINA	5478 33XX XXXX 7369	BE21 2800 5866 2203	0.00 EUR	Closed	09/2018	
DARTSCH JEAN-LUIDWINA	5478 33XX XXXX 7678	BE21 2800 5866 2203	0.00 EUR	Activated	09/2018	
DARTSCH JEAN-LUIDWINA	5478 33XX XXXX 7678	BE21 2800 5866 2203	0.00 EUR	Activated	09/2021	
MCLANEYXYZ DIRSKE	5478 33XX XXXX 5060	BE21 2800 5866 2203	0.00 EUR	Closed	09/2017	
MCLANEYXYZ DIRSKE	5478 33XX XXXX 5060	BE21 2800 5866 2203	0.00 EUR	In Use	09/2020	
MOGHYZ BLAZO	5478 33XX XXXX 6817	BE21 2800 5866 2203	0.00 EUR	In Use	09/2018	
MOGHYZ BLAZO	5478 33XX XXXX 6817	BE21 2800 5866 2203	0.00 EUR	Activated	09/2021	
SAIHAYZ CANDITO	4454 73XX XXXX 7389	BE21 2800 5866 2203	0.00 EUR	In Use	10/2020	
UITGYZ MINI	4454 73XX XXXX 1598	BE21 2800 5866 2203	335.73 EUR	In Use	02/2019	
VAN SOFERYZ JAN	4454 73XX XXXX 6845	BE21 2800 5866 2203	0.00 EUR	In Use	02/2019	
▼ BANK CARDS						
There are no cards to display.						

You can consult the following details under **credit cards**:

- The cardholder.
- The card number.
- The account number (linked to the card).
- The total expenditure registered for the card in the current period.
- The card status: in use, closed, activated (ready to use, but not yet activated by the cardholder).
- The card expiry date.

The icon to the right of the credit card  allows you to take the following actions with each card:

CARDS OVERVIEW

Use ▶ or ▼ to show or hide cards of each type.

▼ CREDIT CARDS

NEW CREDIT CARD

CARDHOLDER	CARD NUMBER	ACCOUNT	SPEND	STATUS	EXPIRY DATE	
AFENDOULA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	
AFENDOULA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	
AFENDOULA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	View details
AFENDOULA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	View transactions
						Modify limit
						Block

▼ DEBIT CARDS

CARDHOLDER	CARD NUMBER	ACCOUNT	EXPIRY DATE	STATUS	TEMPORARY	
AFENDOULA NEDER	6703 04XX XXXX X191 3	BE51 0017 5706 4262	12/2019	Closed	-	Manage usage
AFENDOULA NEDER	6703 25XX XXXX X318 2	BE51 0017 5706 4262	10/2024	Activated	-	Replace card
						Manage contact details
						Close a credit card

### 1. View details

- Additional details such as the request date and the name printed on the card.
- Temporary and permanent card limits.
- Details on the shipping method and address for the statements and the shipping address for a replacement card.

### 2. View transactions

### 3. Modify the credit card limit

- You can choose between a temporary or permanent modification of your limit. The modification is implemented 1 to 2 days after the request, depending on the requested modification and the time of the request.
  - » If the request is signed in EBB before 2.55pm, it will come into effect the following business day at 8.00am.
  - » If the request is signed in EBB after 2.55pm, it will come into effect two business days later at 8.00am.
- Urgent limit modification is currently not available in EBB. Please contact your branch or relationship manager in this regard.
- When a credit card limit is modified, users with 'signature' rights will receive a notification in Easy Banking Business stating when the limit will come into effect.

**CHANGE CREDIT CARD LIMIT**

Credit card :	5478 33XX XXXX 3806 - DARTSCH JEAN-LUIDWINA
Card type :	MasterCard Business Silver
Card number :	5478 33XX XXXX 3806
Card holder :	DARTSCH JEAN-LUIDWINA
Account number :	BE21 2800 5866 2203
Status ⓘ :	In Use
Current monthly limit :	2500,00 EUR
Type of modification *:	<input type="radio"/> Modify permanent limit <input type="radio"/> Modify temporary limit : maximum duration of 45 days
* Mandatory field	
<div>CancelNext</div>	

#### 4. Blocking or unblocking a card

- Temporarily or permanently.

**BLOCK CREDIT CARD**

Credit card :	5478 33XX XXXX 3806 - DARTSCH JEAN-LUIDWINA
Card type :	MasterCard Business Silver
Card number :	5478 33XX XXXX 3806
Card holder :	DARTSCH JEAN-LUIDWINA
Account number :	BE21 2800 5866 2203
Status ⓘ :	In Use
Reason for blocking :	<p><input type="radio"/> Theft: the card will be closed and cannot be unblocked.</p> <p><input type="radio"/> Loss: the card can be unblocked.</p> <p><input type="radio"/> Other: the card can be unblocked.</p>
Please contact your relationship manager or your branch to replace your card.	
* Mandatory field	
<div>CancelNext &gt;</div>	

## 5. Manage geo-blocking and online usage

Card managers can choose in which regions a card can be used. It is also possible to determine whether or not online purchases are allowed. These settings can be changed at any time and are immediately applied.

MANAGE USAGE

↳ Geo-blocking and usage settings

Where can this card be used ?

This card can be used in the selected regions below

☒ Belgium

☒ Other European countries ?

☒ United States of America

☒ Africa ?

☒ Asia ?

☒ North & Central America ?

☒ Oceania ?

☒ South America ?

What operations should the cardholder be able to do?

☐ Online purchases ?

Cancel

Confirm

CARDS OVERVIEW

Use ▶ or ▼ to show or hide cards of each type.

▼ CREDIT CARDS

NEW CREDIT CARD

CARD NUMBER	ACCOUNT	SPEND	STATUS	EXPIRY DATE	
XXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	⋮
XXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	⋮
XXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	
XXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	

Card details

AFENDOUA NEDER  
4454 73XX XXXX 3132  
Visa Business Blue

CARD NUMBER	ACCOUNT	EXPIRY DATE	STATUS	TEMPORARY
XX X191 3	BE51 0017 5706 4262	12/2019	Closed	-
XX X318 2	BE51 0017 5706 4262	10/2024	Activated	-

View details

View transactions

Modify limit

Block

Manage usage

Replace card

Manage contact details

Close a credit card



## 6. Replace a card

The card manager can request the replacement of a card for all the credit cards within the portfolio.

### BLOCK CREDIT CARD

Credit card : 4454 73XX XXXX 6814 - ANSEAYZ PIERRE

**i** In case you want to replace this card, please [click here](#).

Card type : Visa Business Blue

Card number : 4454 73XX XXXX 6814

Card holder : ANSEAYZ PIERRE

Account number : BE48 0015 6104 3127

Status <sup>?</sup> : In Use

Reason for blocking : ☐ Theft: the card will be closed and cannot

### CARDS OVERVIEW

Use '►' or '▼' to show or hide cards of each type.

▼ CREDIT CARDS							NEW CREDIT CARD
CARDHOLDER	CARD NUMBER	ACCOUNT	SPEND	STATUS	EXPIRY DATE		
AFENDOU LA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	⋮	
AFENDOU LA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	⋮	
AFENDOU LA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020		
AFENDOU LA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024		

▼ DEBIT CARDS					
CARDHOLDER	CARD NUMBER	ACCOUNT	EXPIRY DATE	STATUS	TEMPORARY
AFENDOU LA NEDER	6703 04XX XXXX X191 3	BE51 0017 5706 4262	12/2019	Closed	-
AFENDOU LA NEDER	6703 25XX XXXX X318 2	BE51 0017 5706 4262	10/2024	Activated	-

View details

View transactions

Modify limit

Block

Manage usage

Replace card

Manage contact details

Close a credit card

The card manager is given information on the signification behind the **possible reasons for replacement**. When selecting a reason, the user is informed of the consequences for the card, the card number and the pincode.

■ **Lost**

- » New card
- » New pincode

■ **Broken/defective**

- » Same card number
- » Same pincode

■ **Skimmed**

- » New card number
- » New pincode

■ **Swallowed**

- » New card number
- » New pincode

■ **Stolen**

- » New card
- » New pincode

A card that is lost, skimmed or stolen will be automatically blocked, if it was not done already.

## 7. Renew card: manage address details

The card manager can manage the address details of the card, pincode and monthly expense statement. Before the card is expired, the card manager will have the opportunity to manage/adapt those details.

Accounts ▾
Payments ▾
Cards ▾
Credits ▾
Investments ▾
Administration ▾

Tasks
Alerts 1

CARDS OVERVIEW

Use ► or ▼ to show or hide cards of each type.

▼ CREDIT CARDS
NEW CREDIT CARD

CARDHOLDER	CARD NUMBER	ACCOUNT	SPEND	STATUS	EXPIRY DATE
AFENDOULA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020
AFENDOULA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024
AFENDOULA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020
AFENDOULA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024

View details
View transactions
Modify limit
Block
Manage usage
Replace card
Manage contact details

▼ DEBIT CARDS

CARDHOLDER	CARD NUMBER	ACCOUNT	EXPIRY DATE	STATUS	TEMPORARY
AFENDOULA NEDER	6703 04XX XXXX X191 3	BE51 0017 5706 4262	12/2019	Closed	-
AFENDOULA NEDER	6703 25XX XXXX X318 2	BE51 0017 5706 4262	10/2024	Activated	-

## CREDIT CARD - DETAILS

**i** This card will expire soon. In **Manage contact details** you can change the delivery address until 30/05/2021. If this card is not blocked, the new card will be delivered approximately 3 weeks later.

Type of card : Visa Business Blue  
Card number : 4454 73XX XXXX 4218 N02

## 8. Close a credit card

He can also define the timing for closing the card as well as the reason why the card is no longer needed.

CARDS OVERVIEW						
Use ► or ▼ to show or hide cards of each type.						
▼ CREDIT CARDS						NEW CREDIT CARD
CARDHOLDER	CARD NUMBER	ACCOUNT	SPEND	STATUS	EXPIRY DATE	
AFENDOULA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	
AFENDOULA NEDER	4454 73XX XXXX 3132	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	
AFENDOULA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2020	
AFENDOULA NEDER	5478 33XX XXXX 8144	BE51 0017 5706 4262	0,00 EUR	ACTIVATED	08/2024	
▼ DEBIT CARDS						
CARDHOLDER	CARD NUMBER	ACCOUNT	EXPIRY DATE	STATUS	TEMPOR	
AFENDOULA NEDER	6703 04XX XXXX X191 3	BE51 0017 5706 4262	12/2019	Closed	-	
AFENDOULA NEDER	6703 25XX XXXX X318 2	BE51 0017 5706 4262	10/2024	Activated	-	

## CLOSE CARD

Why and when?

1 / 2

Why do you want to close the card? \*

Reason to close the card

Choose the date when to close the card\*

05/04/2019

**Card details**

BOLZAYZ FOREST  
4454 73XX XXXX 8263  
Visa Business Blue  
Expiry date : 31/01/2021

The card will be closed maximum 2 business days after chosen date.  
To block card immediatly, please use Block card function

\* mandatory

Continue

N.B.: if the closure has to be done immediately (e.g. to prevent any fraud risk), it is better to use the “block card” process or to call Card Stop directly. The Close card procedure can take up to 2 days.

## SEARCH TRANSACTIONS AND REQUEST A DOWNLOAD

You can use the search function to find transactions with credit cards and cash deposit cards. You can perform a targeted search for a specific card or date, or you can set a selection based on the closing date of the transaction period for the cards in your selection. This will give you an overview of transactions of which the total matches the debit amounts in the professional current account for the relevant cards.

### SEARCH TRANSACTIONS

SEARCH

Search :  
Credit card transactions

Cardholder :  
All cardholders

Card number :  
All cards

Search on :  
☒ Transaction date  
☐ Closing date

Period :  
from  to  (DD/MM/YYYY)

Amount :  
☒ Equal to  EUR  
☐ Between  and  EUR

Currency :  
All

Merchant name :

Clear



Download

Search

DOWNLOAD REQUESTS

HISTORY OF	CARDHOLDER	CARD NUMBER	PERIOD	REQUEST DATE	STATUS	
Credit cards	All cardholders	All cards	from 20/02/2018 to 23/05/2018	25/05/2018	Available	<div>Refresh</div>
Credit cards	All cardholders	All cards	from 20/02/2018 to 24/05/2018	25/05/2018	Available	

You can also download your search results in CSV format. Such a file contains more details, such as the activity code or the retailer where the transactions took place. You can also use these files to analyse card usage. First click on 'Download' and then on 'Refresh' until the status of your request is 'available'. You can then export the file with the icon to the right of the download request.

DOWNLOAD REQUESTS						
HISTORY OF	CARDHOLDER	CARD NUMBER	PERIOD	REQUEST DATE	STATUS	
Credit cards	All cardholders	All cards	from 20/02/2018 to 23/05/2018	25/05/2018	Available	
Credit cards	All cardholders	All cards	from 20/02/2018 to 24/05/2018	25/05/2018	Available	

Refresh
 

Export
 

Delete

An example of a CSV export is shown below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Card numl	Card hold	Purchase t	Booking d	Transactio	Currency	Statemen	Cost	Merchant	Town	Zip code	Country	Debit/Cre	Closing da	Merchant	Activity Code	
4454 73XX ANSEAYZ	20180328	20180329	-455,99	EUR	-455,99	0	UFT AUTO	"BRUSSEL"	"1130"	BE	DT	20180410	5411	8		
4454 73XX ANSEAYZ	20180111	20180112	-10,1	EUR	-10,1	0	GROMZ 42	"BRUXELLI"	"1030"	BE	DT	20180204	5812	1		
4454 73XX ANSEAYZ	20180111	20180112	-20	EUR	-20	0	GROMZ 42	"BRUXELLI"	"1030"	BE	DT	20180204	5812	1		
4454 73XX ANSEAYZ	20171230	20171230	-100	EUR	-100	0	OUIISYZ 06	"FLEMALLI"	"4400"	BE	DT	20180119	5722	11		
4454 73XX ANSEAYZ	20171230	20171231	-200	EUR	-200	0	OUIISYZ 06	"FLEMALLI"	"4400"	BE	DT	20180119	5722	11		

## MY SIGNATURES: SIGN MODIFICATIONS AND TRANSACTIONS

This overview shows all modifications and transactions to be signed and followed up in Easy Banking Business, including those for the cards module. You can take action with regard to the planned modifications and transactions by clicking on the icon on the right: you can sign, delete transactions or consult details. You can also consult the history of your transactions and/or modifications by clicking on 'History' at the bottom of the screen.

MY SIGNATURES			
<div>To signTo follow upHistory</div>			
▶ EUROPEAN CREDIT TRANSFER (4)			
▶ INTERNATIONAL TRANSFER (1)			
▶ BANK GUARANTEES (2)			
▼ CHANGE CREDIT CARD LIMIT (3)			
DESCRIPTION		INITIATOR AND DATE	
Card number	4454 73XX XXXX 7389	CLERE SARAJINI	<div>DetailsSignRefuse</div>
Cardholder	SAIHAYZ CANDITO	23/05/2018	
Type of modification	Modify permanent limit		
New limit	4000,00 EUR		
Card number	5478 33XX XXXX 3806	CIVOYZ BAYDHIR	
Cardholder	DARTSCH JEAN-LUIDWINA	26/06/2018	
Type of modification	Modify temporary limit		
New limit	1250,00 EUR from 28/06/2018 to 18/07/2018		
Card number	5478 33XX XXXX 3806	CIVOYZ BAYDHIR	
Cardholder	DARTSCH JEAN-LUIDWINA	26/06/2018	
Type of modification	Modify temporary limit		
New limit	2500,00 EUR from 28/06/2018 to 18/07/2018		

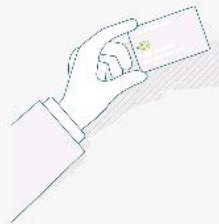
## ORDER A NEW CREDIT CARD

You can order a new Visa Business Blue credit card or a MasterCard Business Silver credit card in Easy Banking Business. These credit cards can be ordered for everyone at your company in 5 simple online steps. At the end of the online flow, the cardholder will receive an email and user(s) with the 'signature' rights will receive a notification in Easy Banking Business.

## ORDER CREDIT CARD

Why order your credit card online? Because it's easy!

- ✓ Order your credit card online in 5 steps
- ✓ You will receive your credit card and PIN at the address of your choice
- ✓ Use your credit card immediately upon receipt
- ✓ Manage your credit cards and limits online via Easy Banking Business



Choose here the credit card that suits you best

	VISA BUSINESS BLUE The ideal card for your business expenses	MASTERCARD BUSINESS SILVER The card with maximum Insurance
Insurances	Basic package	Extensive package
Annual Cost (*) does not apply to cards included in a pack.	22 EUR (*)	46 EUR (*)
Transaction costs	<ul style="list-style-type: none"> <li>• Payments in euro: without charge</li> <li>• Payments in other currencies: 1.6 % foreign exchange charges</li> </ul>	<ul style="list-style-type: none"> <li>• Payments in euro: without charge</li> <li>• Payments in other currencies: 1.6 % foreign exchange charges</li> </ul>
Cash Withdrawal	<ul style="list-style-type: none"> <li>• Cash withdrawals in euro: 5 EUR + 1 % of the amount</li> <li>• Cash withdrawals in other currencies: 5 EUR + 1.6 % foreign exchange charges</li> </ul>	<ul style="list-style-type: none"> <li>• Cash withdrawals in euro: 5 EUR + 1 % of the amount</li> <li>• Cash withdrawals in other currencies: 5 EUR + 1.6 % foreign exchange charges</li> </ul>
Benefits	Pay quickly, easily and securely with Android Pay	<ul style="list-style-type: none"> <li>• Pay quickly, easily and securely with Android Pay</li> <li>• Free member of Avis Preferred Club</li> <li>• Participation in Hertz Gold Plus Reward</li> </ul>
Details	<a href="#">More information</a> <a href="#">I want this credit card</a>	<a href="#">More information</a> <a href="#">I want this credit card</a>



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