Regions Commercial Card

Card Management System User Guide

REGIONS
It's time to expect more.

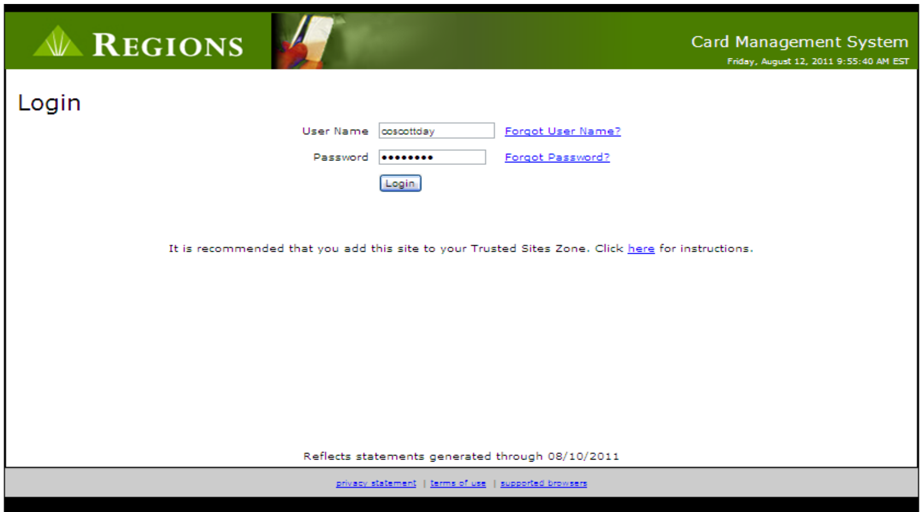
Revised 031513

Table of Contents

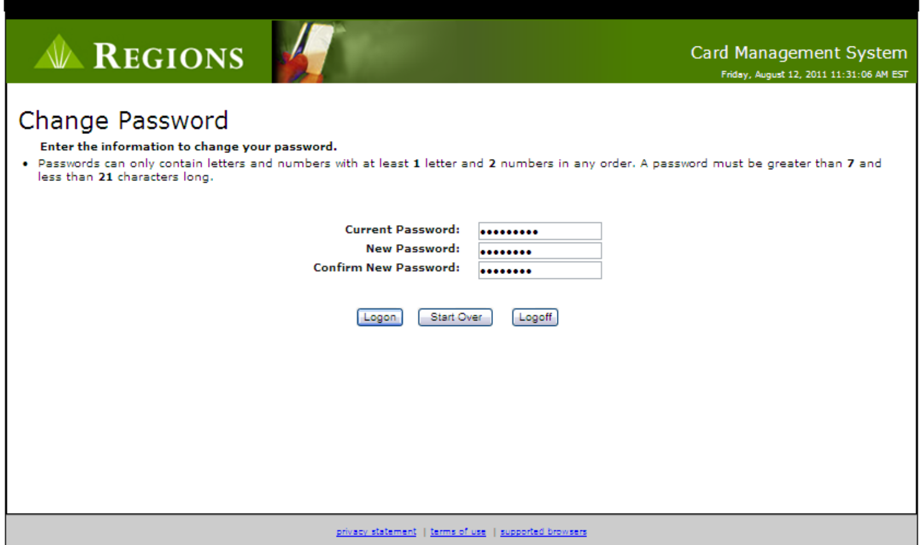
CMS Logon Procedures

Regions Card Management System Login Procedures

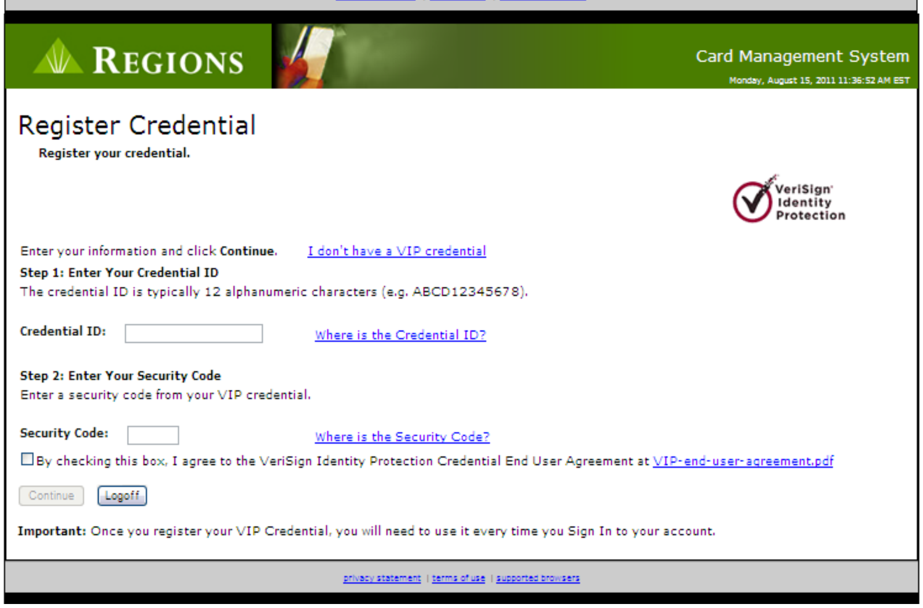
►Go to https://www.card-data.com/RegionsCardManagementSystem/Security/Login.aspx
►Type in your User Name and Password (if this is your first time to log in type in your temporary password).
►Click on "Login".



►Type in your current Password.
►Type in your new Password.
►Re-type your new Password.
►Click on "Logon".

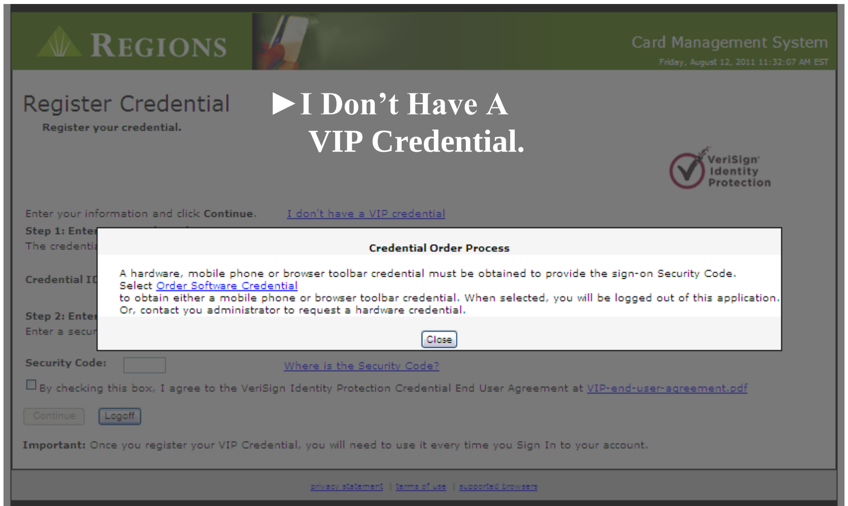


►The next screen will ask for your Credential ID and Security Code.
►The Credential ID is the Serial Number on the back of your Token.
►The Security Code is the six digit number displayed on the front of your token.
►Type in this information and click "Continue".

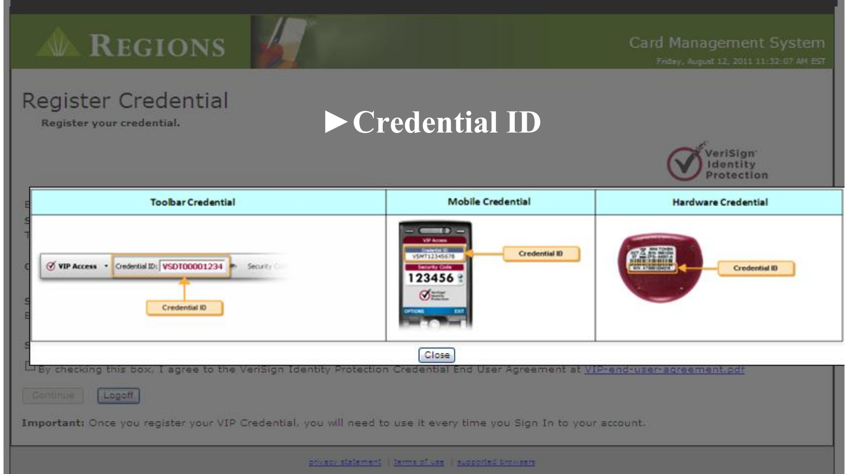


Regions Card Management System Login Procedures

►Explains how to acquire your VIP Credential.



►Illustrates where your Credential ID is located.

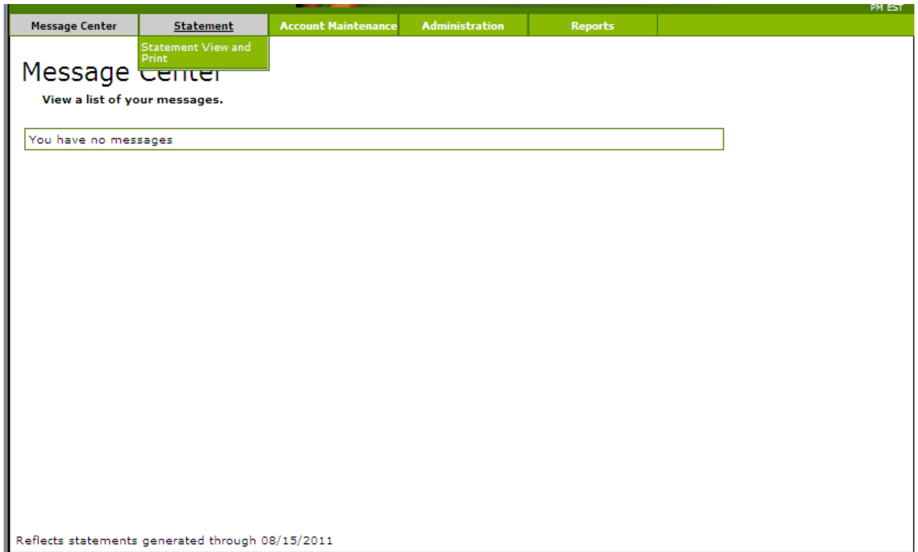


►Illustrates where your Security Code is located.

Statement View and Print Procedures

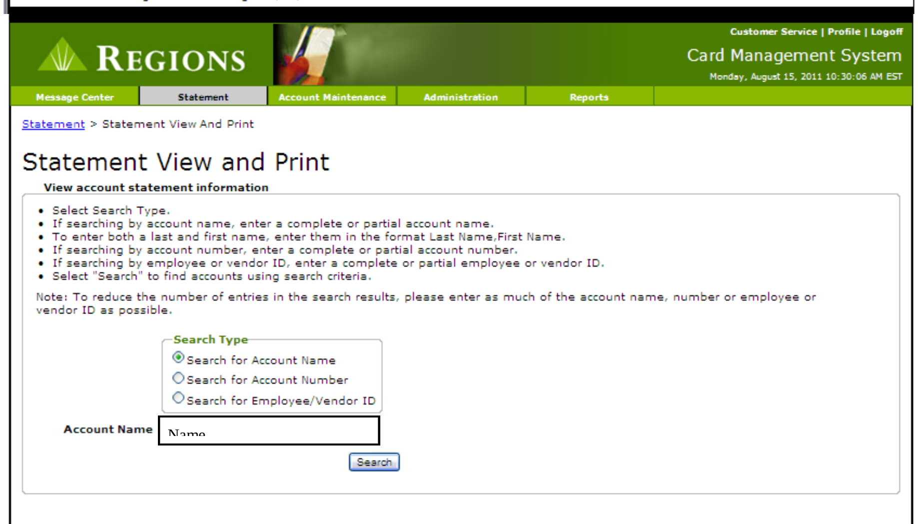
Regions Card Management System Statement View Procedures

► At the -Message Center- page, click on "Statement" and then "Statement View and Print".

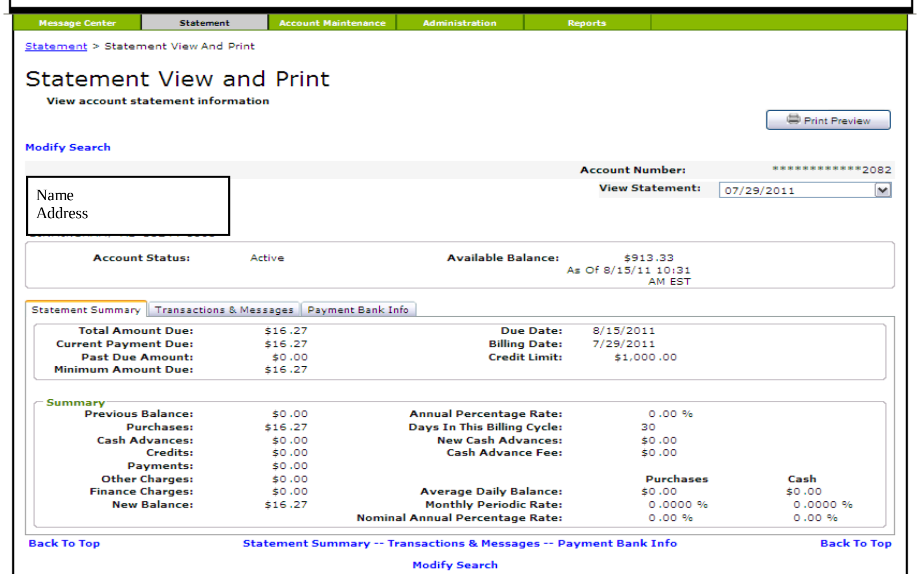


► Choose the -Search Type- and type in the account name.
► Click on "Search"

► When the search results are loaded, click on "View Account" at the right of the account name.

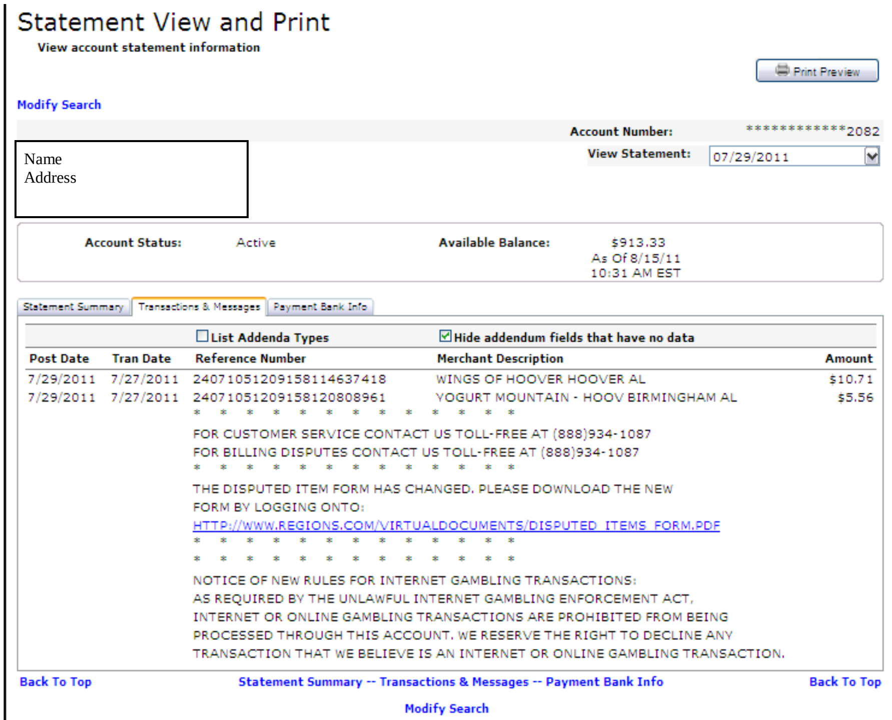


► The first tab is the -Statement Summary- This will give you basic information about the account.



Regions Card Management System Statement View Procedures

► The second tab shows more current transactions and messages.



Statement View and Print

View account statement information

Print Preview

Modify Search

Account Number: ************2082

Name
Address

View Statement: 07/29/2011

Account Status: Active **Available Balance:** $913.33 As Of 8/15/11 10:31 AM EST

Statement Summary | Transactions & Messages | Payment Bank Info

☐ List Addenda Types ☑ Hide addendum fields that have no data

Post Date	Tran Date	Reference Number	Merchant Description	Amount
7/29/2011	7/27/2011	24071051209158114637418	WINGS OF HOOVER HOOVER AL	$10.71
7/29/2011	7/27/2011	24071051209158120808961	YOGURT MOUNTAIN - HOOV BIRMINGHAM AL	$5.56

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FOR BILLING DISPUTES CONTACT US TOLL-FREE AT (888)934-1087

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THE DISPUTED ITEM FORM HAS CHANGED. PLEASE DOWNLOAD THE NEW FORM BY LOGGING ONTO:
HTTP://WWW.REGIONS.COM/VIRTUALDOCUMENTS/DISPUTED_ITEMS_FORM.PDF

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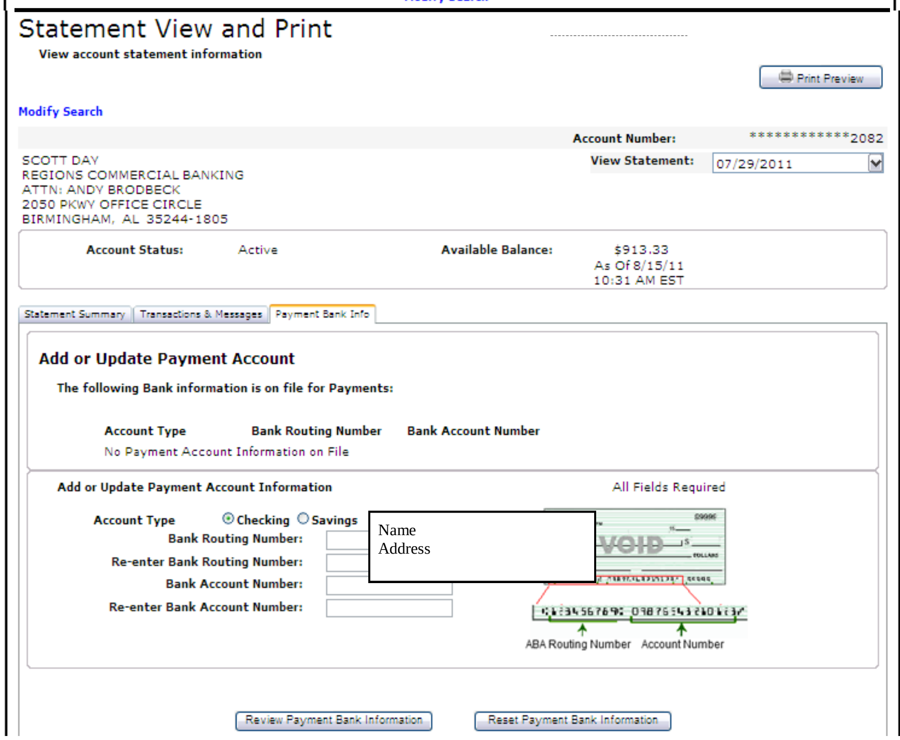
NOTICE OF NEW RULES FOR INTERNET GAMBLING TRANSACTIONS:
AS REQUIRED BY THE UNLAWFUL INTERNET GAMBLING ENFORCEMENT ACT, INTERNET OR ONLINE GAMBLING TRANSACTIONS ARE PROHIBITED FROM BEING PROCESSED THROUGH THIS ACCOUNT. WE RESERVE THE RIGHT TO DECLINE ANY TRANSACTION THAT WE BELIEVE IS AN INTERNET OR ONLINE GAMBLING TRANSACTION.

Back To Top Statement Summary -- Transactions & Messages -- Payment Bank Info Back To Top

Modify Search

► The third tab is the payment bank information. Before you change any field on this tab please contact Regions Bank.



Statement View and Print

View account statement information

Print Preview

Modify Search

Account Number: ************2082

SCOTT DAY
REGIONS COMMERCIAL BANKING
ATTN: ANDY BRODBECK
2050 PKWY OFFICE CIRCLE
BIRMINGHAM, AL 35244-1805

View Statement: 07/29/2011

Account Status: Active **Available Balance:** $913.33 As Of 8/15/11 10:31 AM EST

Statement Summary | Transactions & Messages | Payment Bank Info

Add or Update Payment Account

The following Bank information is on file for Payments:

Account Type	Bank Routing Number	Bank Account Number
No Payment Account Information on File		

Add or Update Payment Account Information All Fields Required

Account Type ⦿ Checking ○ Savings
Bank Routing Number:
Re-enter Bank Routing Number:
Bank Account Number:
Re-enter Bank Account Number:

Name
Address

VOID

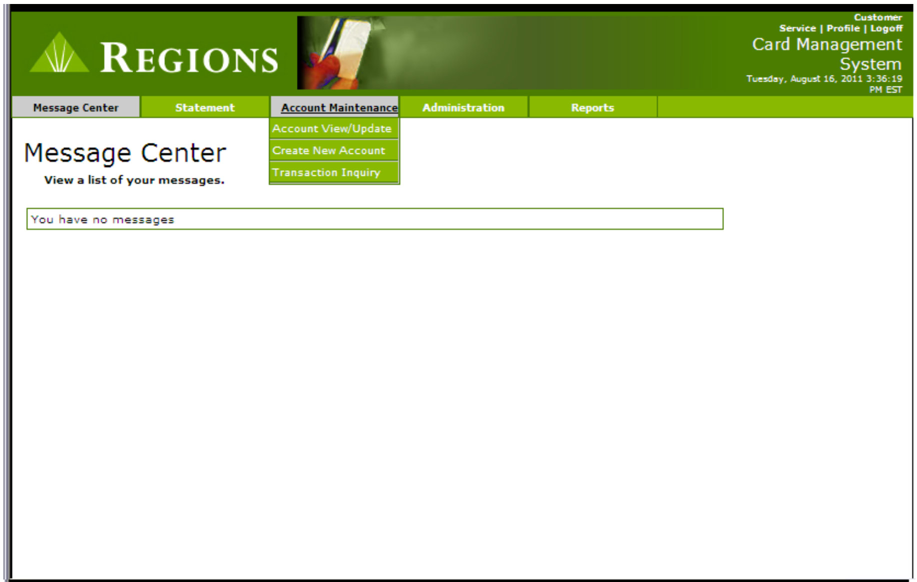
ABA Routing Number Account Number

Review Payment Bank Information Reset Payment Bank Information

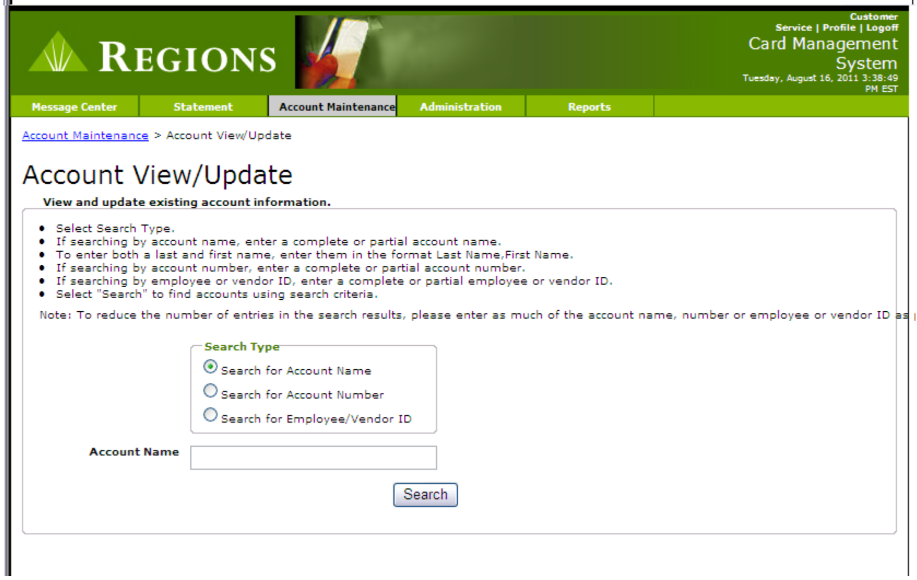
CMS Account View and Update Procedures

Regions Card Management System Account View/Update Procedures

►Go to “Account Maintenance”.
►Click on “Account View/Update”.

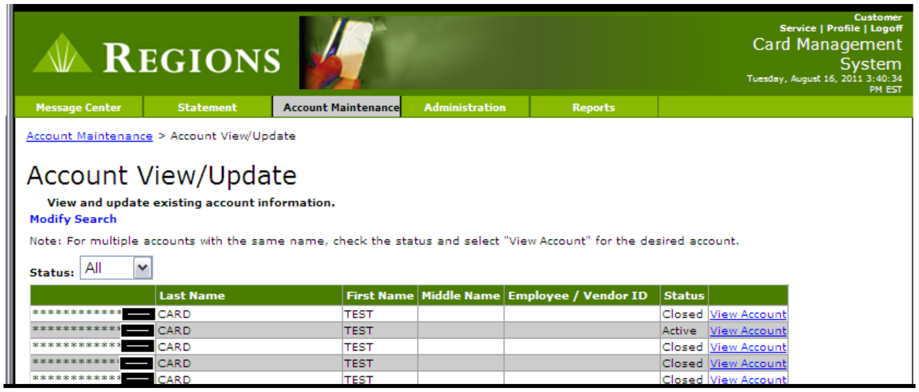


►Select the -Search Type- then type in the -Account Name- and click “Search”.



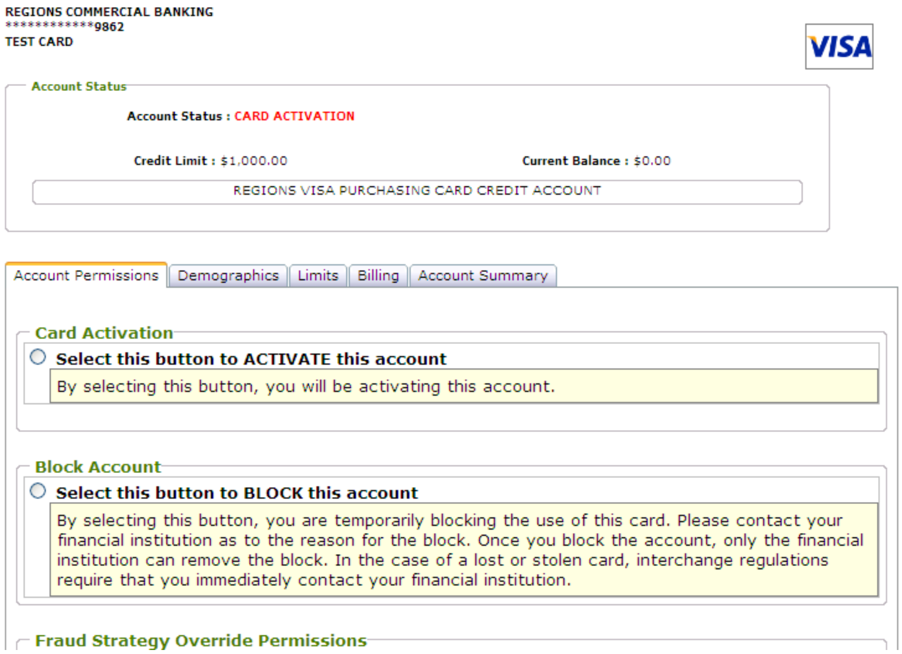
Regions Card Management System Account View/Update Procedures

►Once the information is displayed, click on "View Account" to the right of the account.



►This will bring up the information about the account such as:

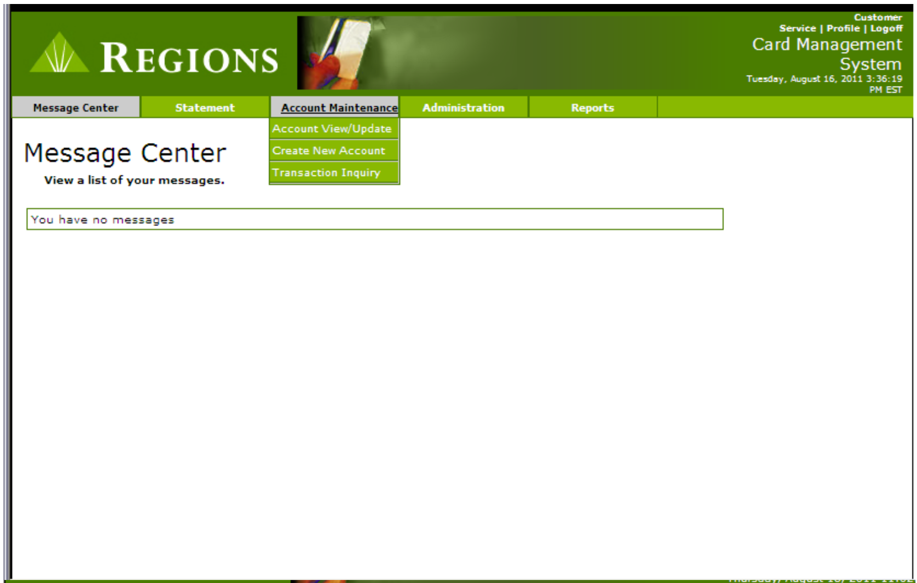
- Account Status
- Credit Line
- Current Balance
- Account Permissions
- Demographics
- Limits
- Billing
- Account Summary



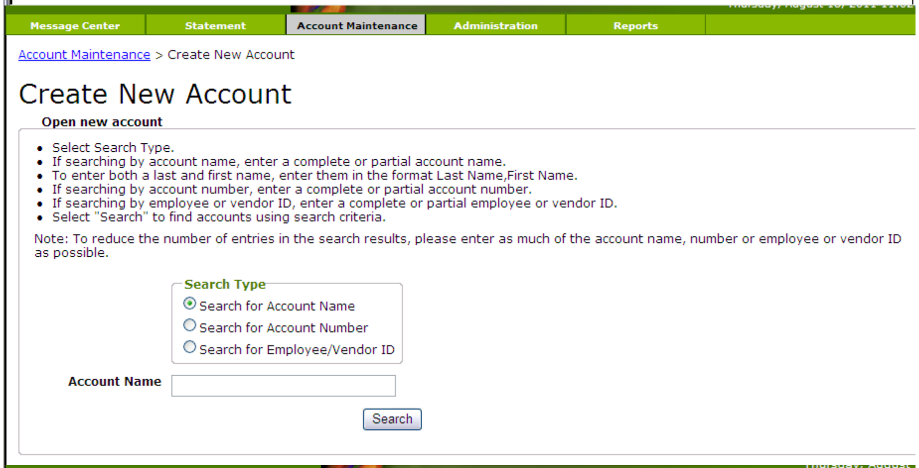
CMS Create New Account Procedures

Regions Card Management System Create New Account Procedures

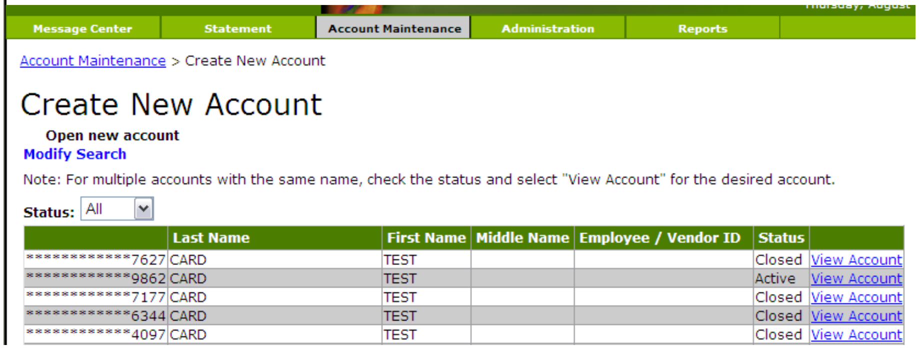
►To Create a New Account go to the -Account Maintenance- link and click on “Create New Account”.



►Search by the Account Name, Account Number, or Employee/Vendor ID.

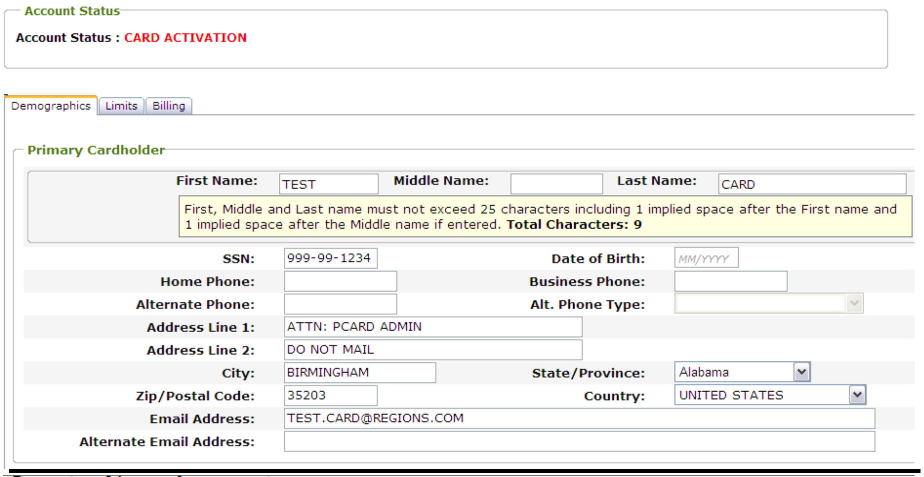


►Click on “View Account” beside the existing account that you want to model.

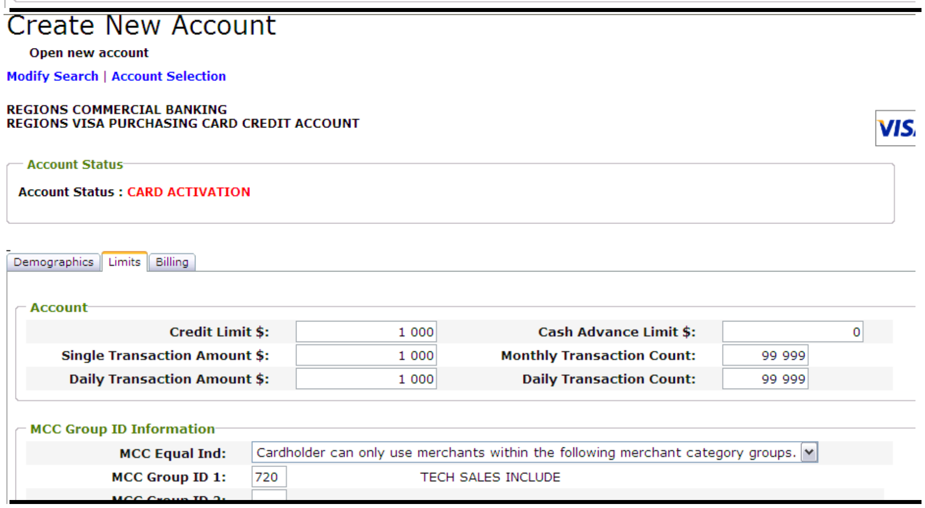


Regions Card Management System Create New Account Procedures

► Make changes to reflect the new account Information on the –Demographics- tab.

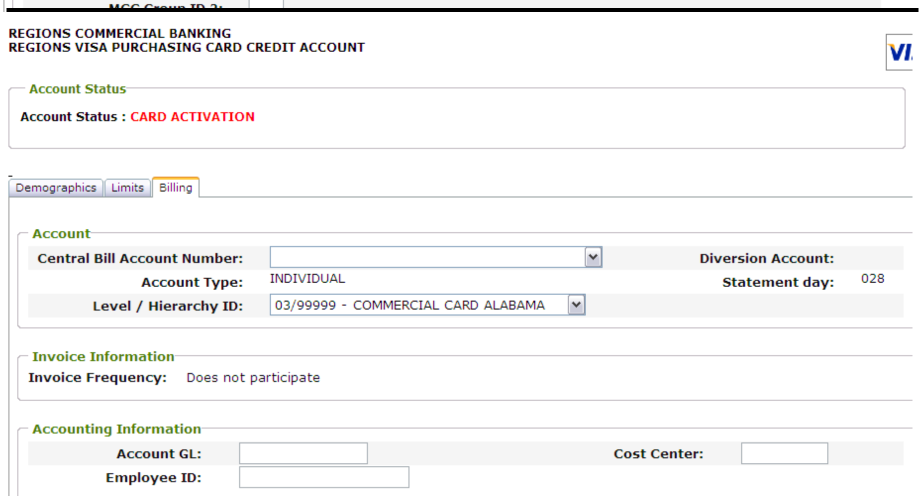


► Make any credit limit changes on the –Limits- tab.

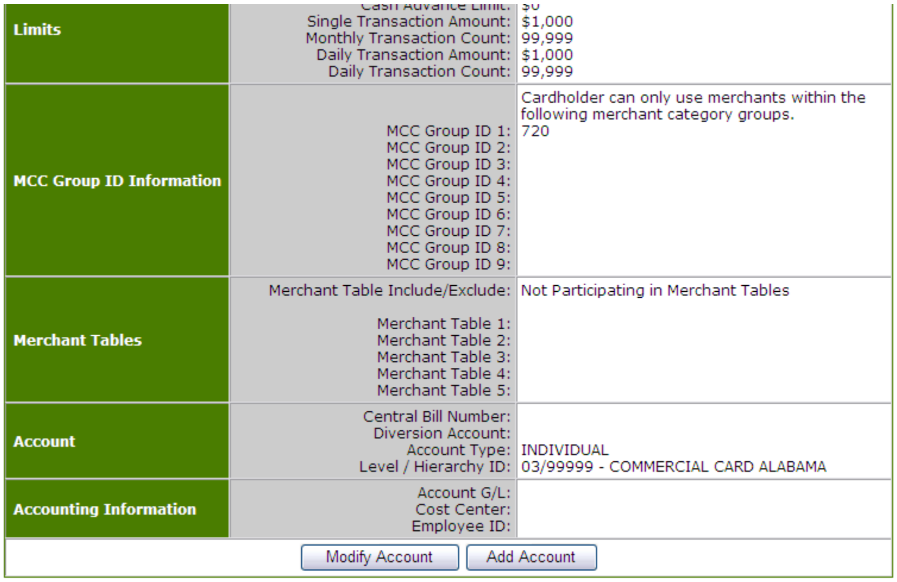


► -Billing- tab should not be used.

► Click on “Review” at the bottom of the page.



► Review the data and click on “Add Account” if no further changes need to be made.



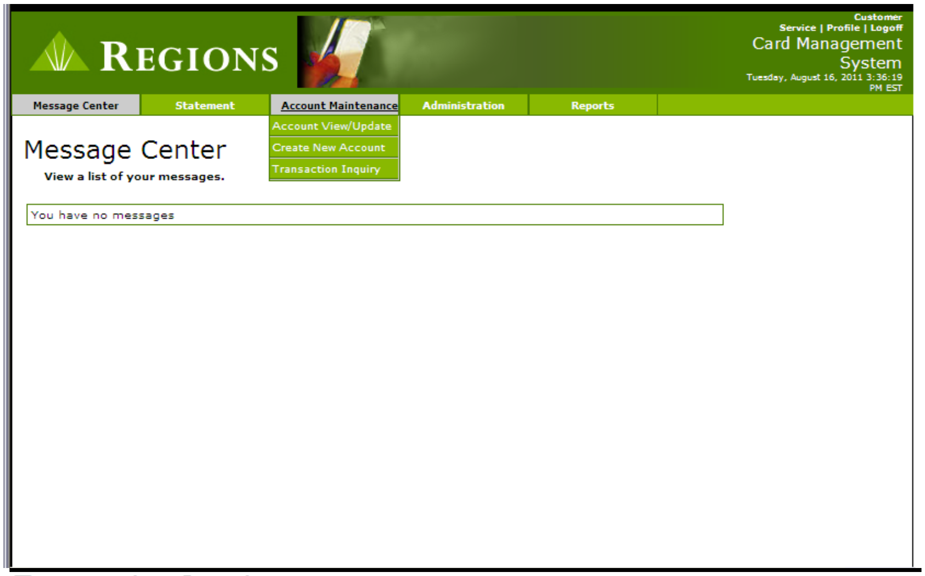
Limits	Cash Advance Limit: Single Transaction Amount: Monthly Transaction Count: Daily Transaction Amount: Daily Transaction Count:	$0 $1,000 99,999 $1,000 99,999
MCC Group ID Information	MCC Group ID 1: MCC Group ID 2: MCC Group ID 3: MCC Group ID 4: MCC Group ID 5: MCC Group ID 6: MCC Group ID 7: MCC Group ID 8: MCC Group ID 9:	Cardholder can only use merchants within the following merchant category groups. 720
Merchant Tables	Merchant Table Include/Exclude: Merchant Table 1: Merchant Table 2: Merchant Table 3: Merchant Table 4: Merchant Table 5:	Not Participating in Merchant Tables
Account	Central Bill Number: Diversion Account: Account Type: Level / Hierarchy ID:	 INDIVIDUAL 03/99999 - COMMERCIAL CARD ALABAMA
Accounting Information	Account G/L: Cost Center: Employee ID:	

Modify Account | Add Account

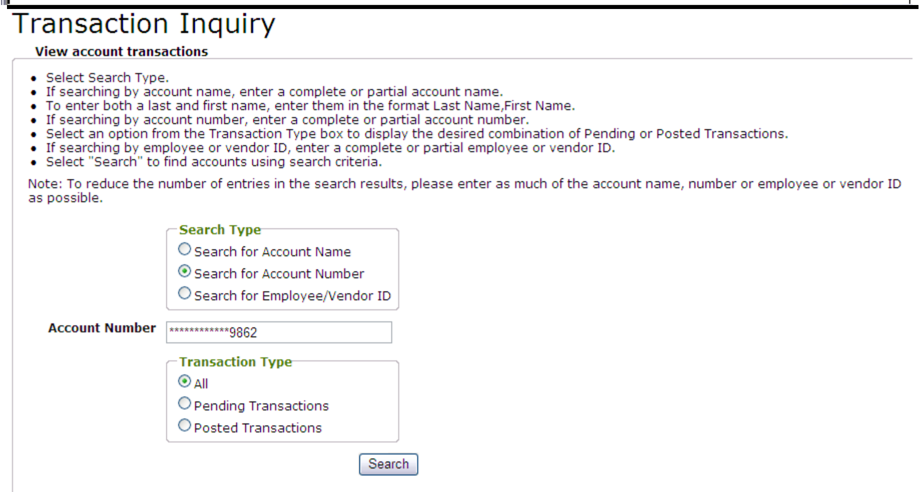
CMS Transaction Inquiry Procedures

Regions Card Management System Transaction Inquiry Procedures

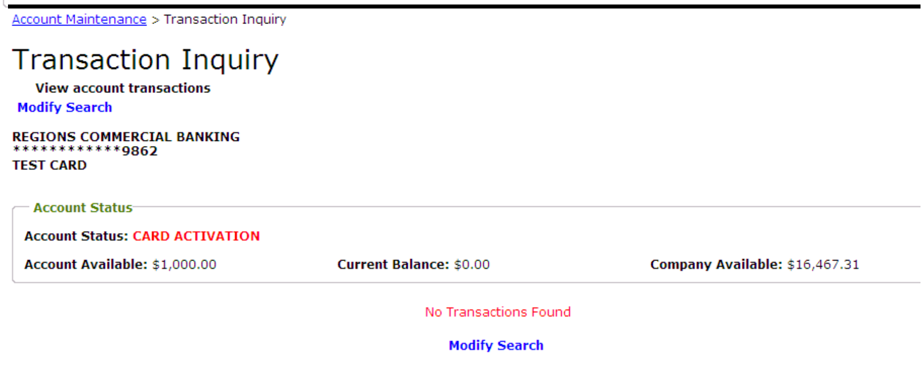
►Go to -Account Maintenance-.
►Click on “Transaction Inquiry.



►Select the -Search Type-.
►Type in the -Account Name/Account Number/Employee/Vendor ID-.
►Select the -Transaction Type-.
►Click “Search”.



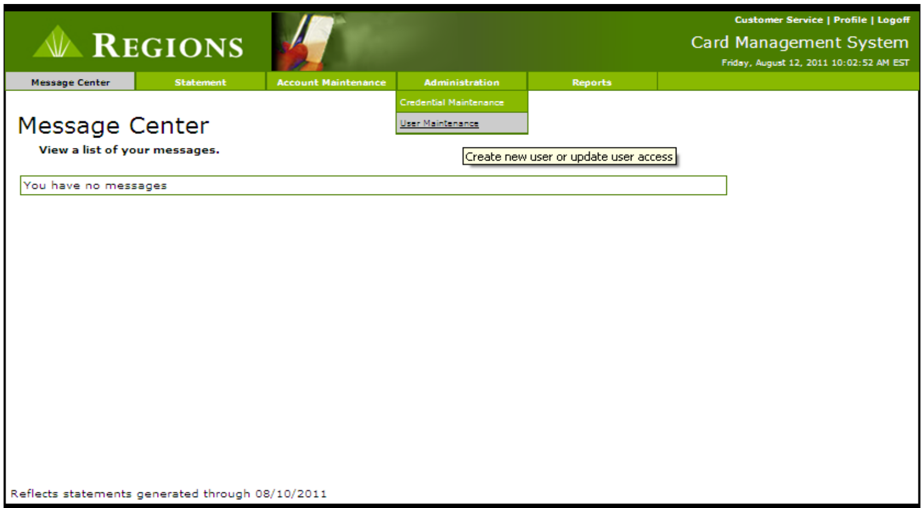
►This will bring up the transaction data.



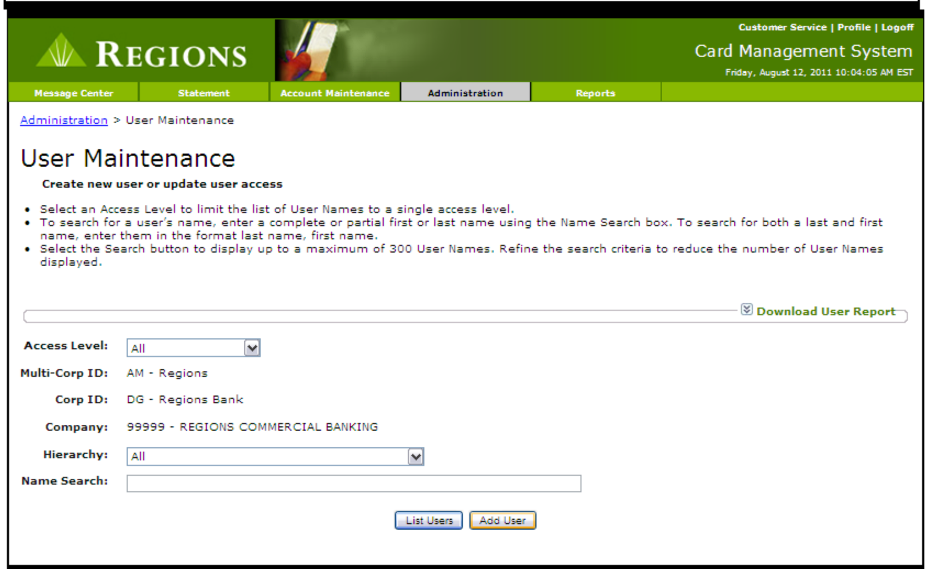
CMS Create New user Procedures

Regions Card Management System Create New User Procedures

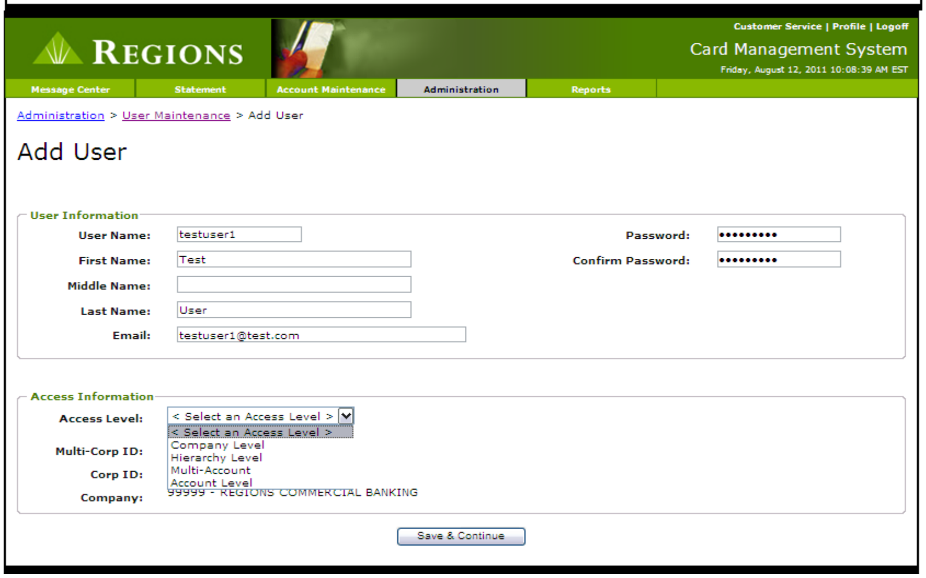
►Go to “Administration”.
►Click on “User Maintenance”.



►Click on “Add User”.

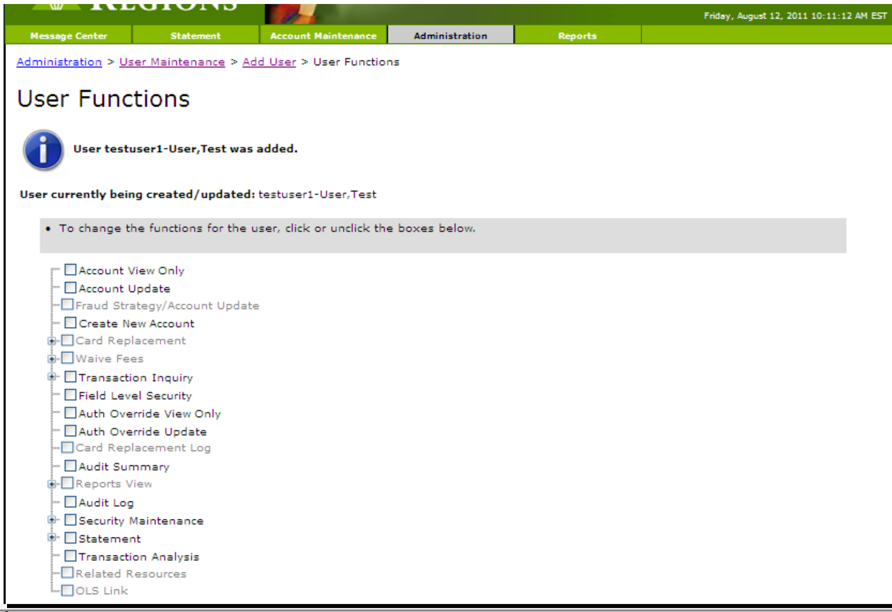


►Type in -User Name-.
►Type in First Name.
►Type in Last Name.
►Type in a Temporary Password (at least 7 characters, at least one letter and two numbers).
►Re-type the Temporary Password.
►Select the Access Level.
►Select the Company or Account.
►Click on “Save & Continue”.



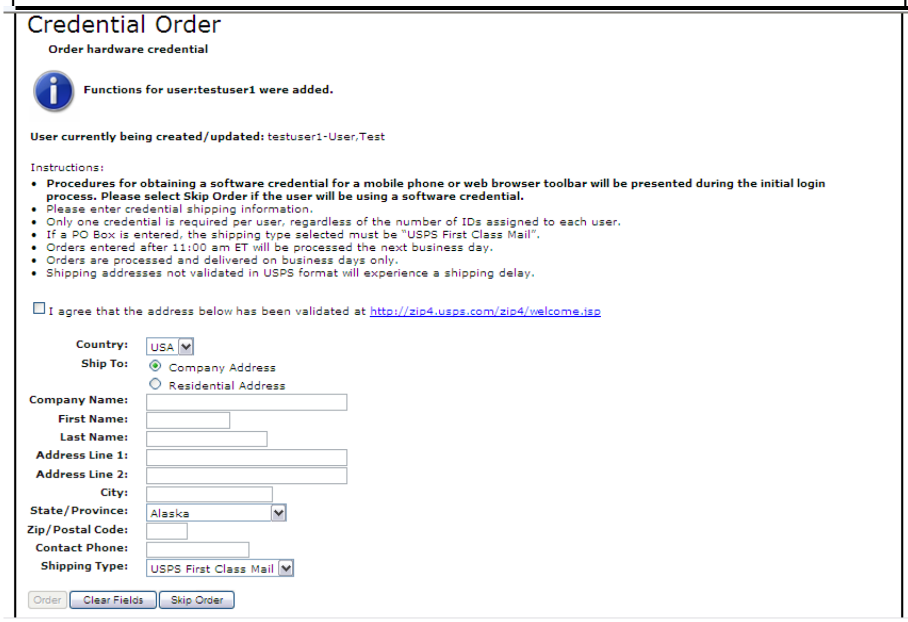
Regions Card Management System Create New User Procedures

►Add User Functions .
►Click on “Save & Continue”.



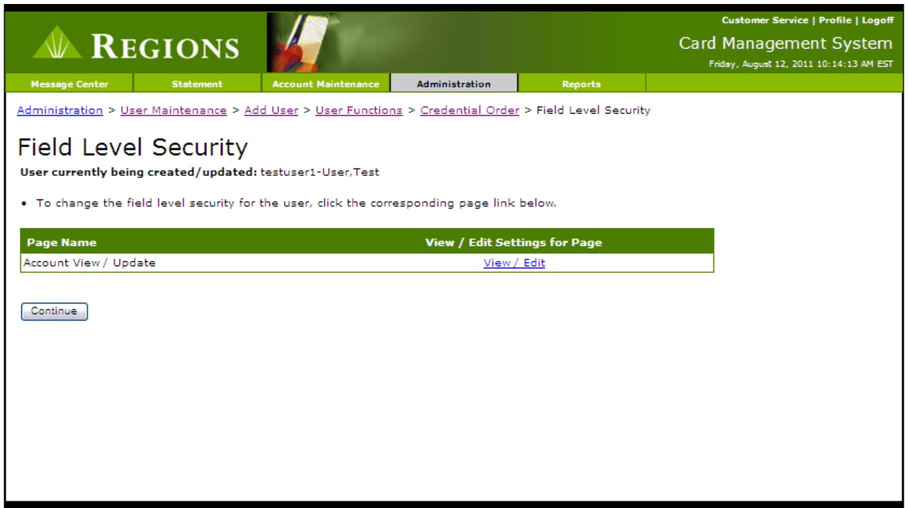
►If ordering a VeriSign token for the user, complete the form and click on “Order”.

►If the user does not need a VeriSign token click on “Skip Order”.

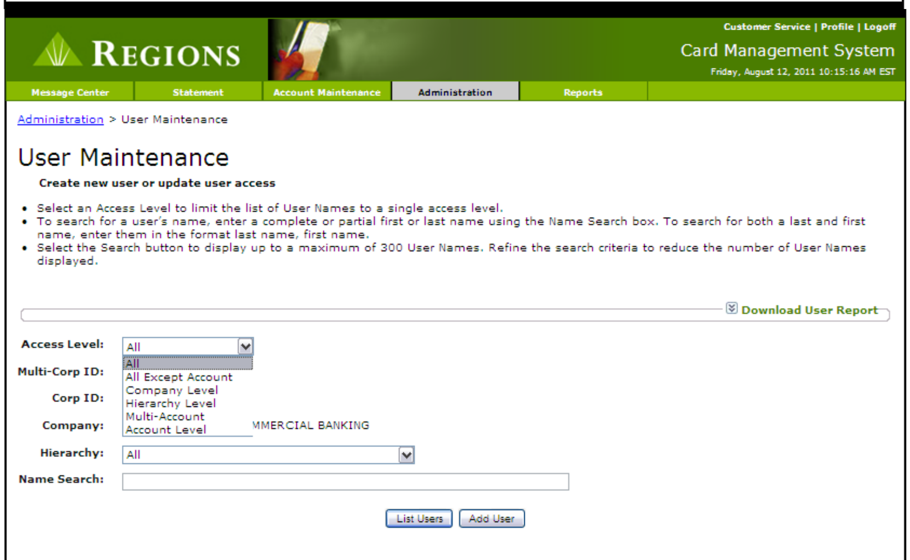


Regions Card Management System Create New User Procedures

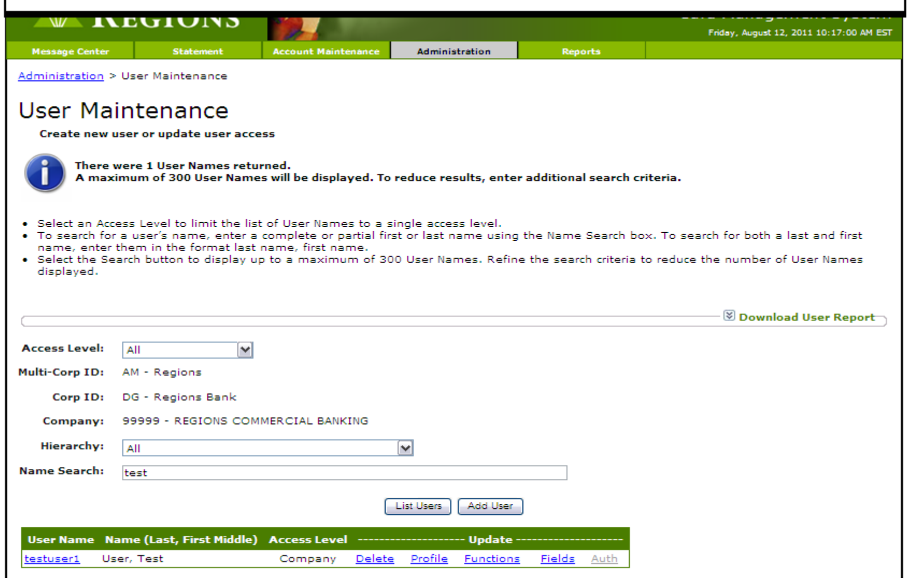
►If you need to make edits to the user click on the "View/Edit" link.
►If the user is ready to be created, click on "Continue".



►This will bring you back to the -User Maintenance- screen.
►Type in your User Name that you just created and click on "List Users".



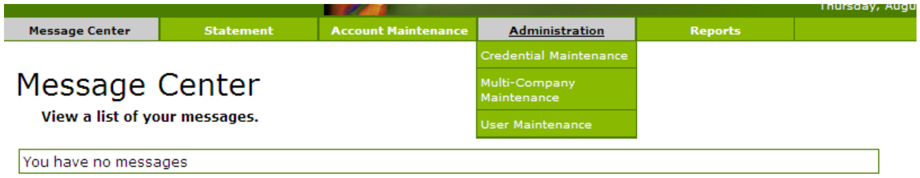
►This will bring up the user that you just created. At this point you can verify the user has been created and verify the set up is correct. If everything is correct, the user is ready to log into the system.



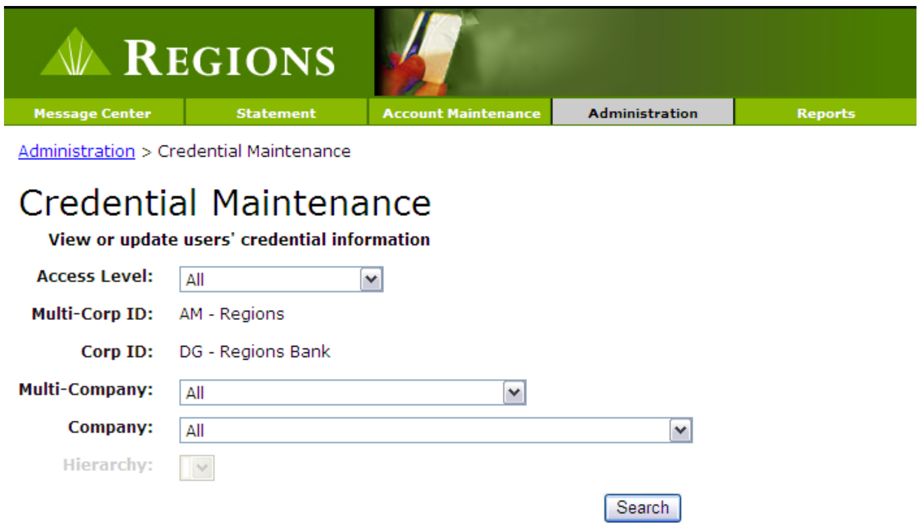
CMS Credential Maintenance Procedures

Regions Card Management System Credential Maintenance Procedures

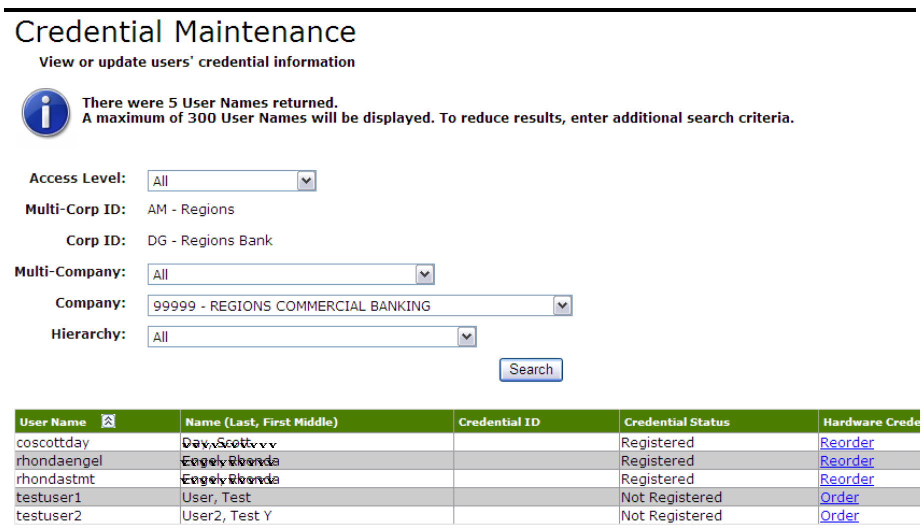
►Go to “Administration”.
►Click on “Credential Maintenance”.



►Select the -Access Level-.
►Select you –Company-.
►Click on “Search”.



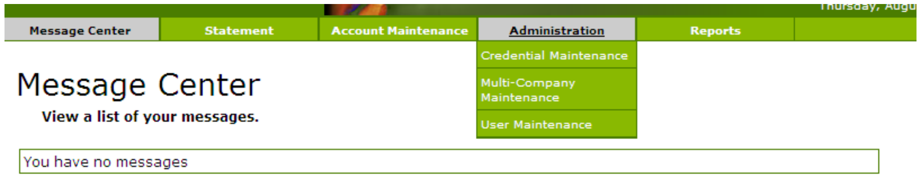
►Locate the user and click on “Reorder” to order a new VIP Token or click on “Order” to order a new VIP Token for a new user.



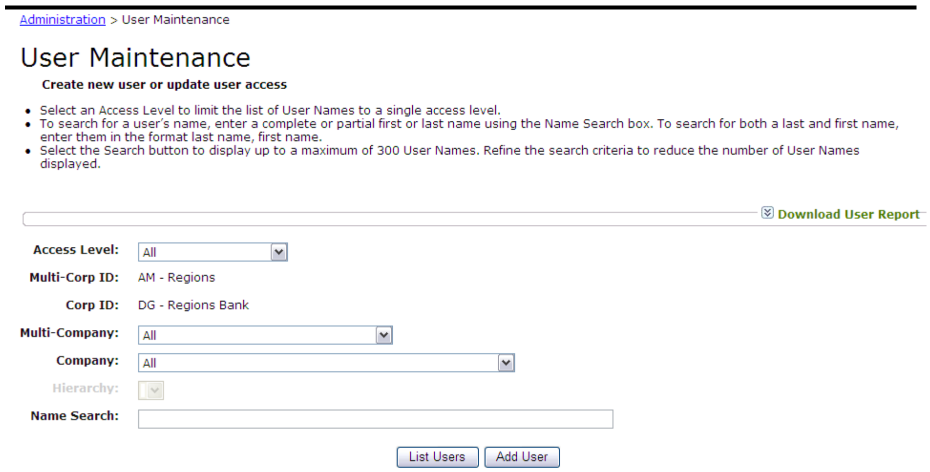
CMS Update User Procedures

Regions Card Management System Update User Procedures

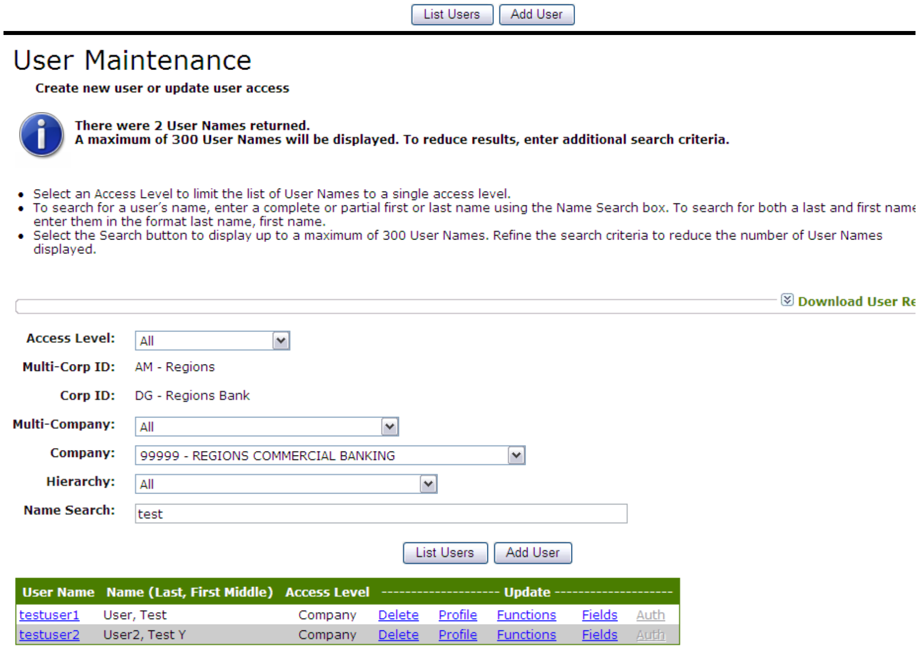
►Go to “Administration”.
►Click on “User Maintenance”.



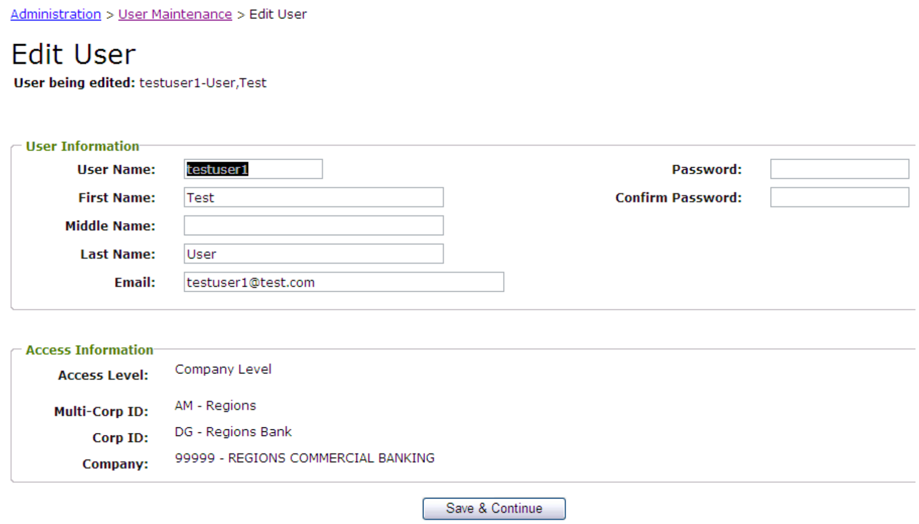
►Type in the User Name in the -Name Search- field.
►Click on “List Users”.



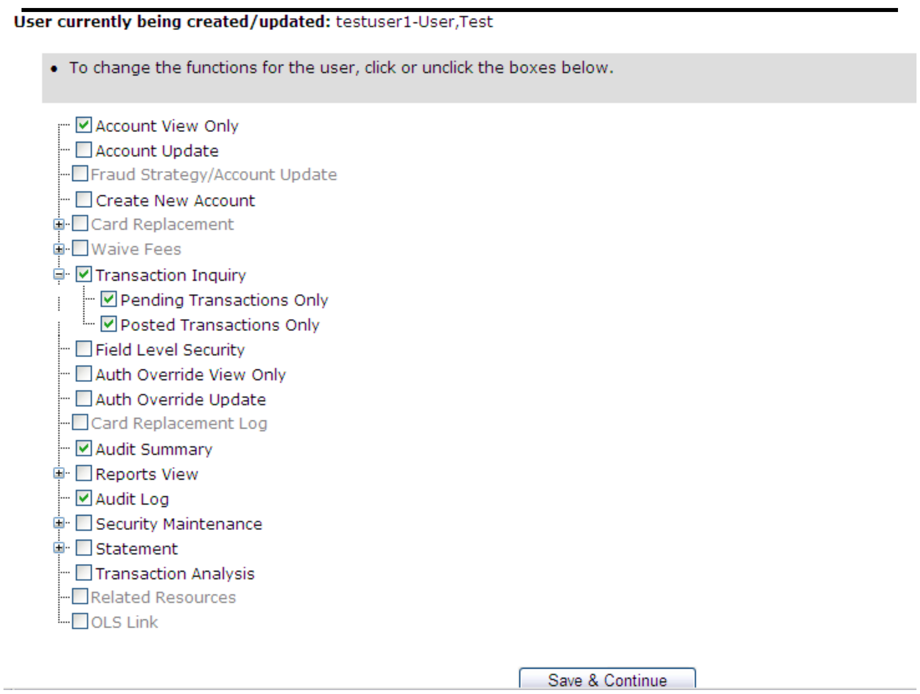
►Click on “User Name” to update the user information.



►Make changes to the -User Information- and click on “Save & Continue”.



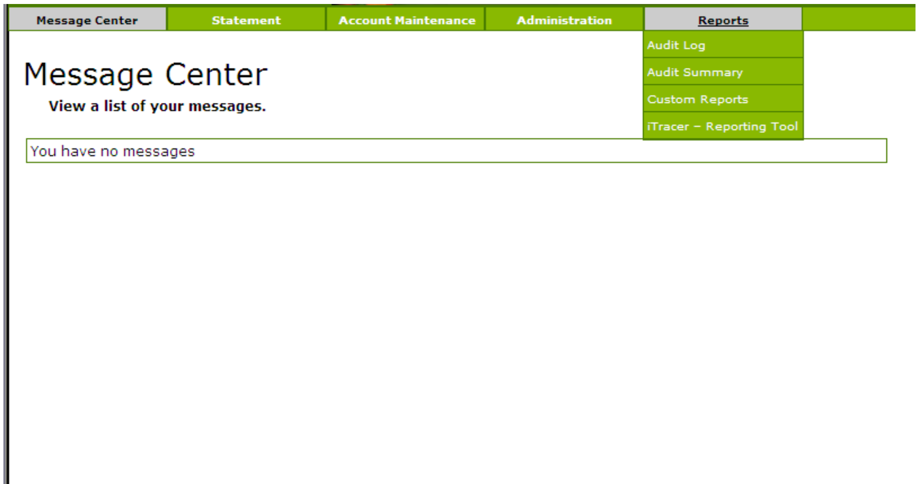
►Make changes to the -User Functions- and click on “Save & Continue”.



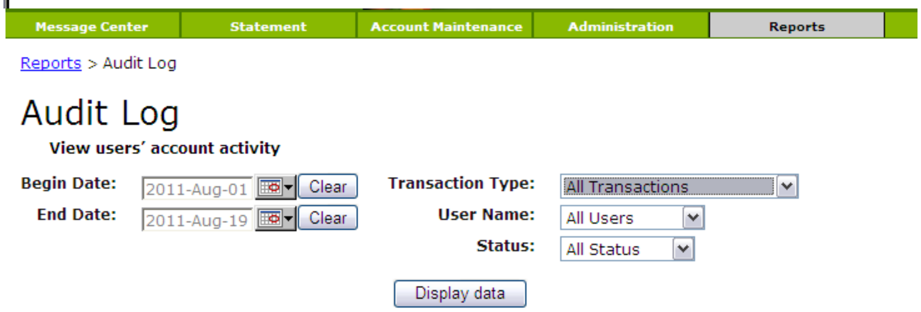
CMS Audit Log Procedures

Regions Card Management System Audit Log Procedures

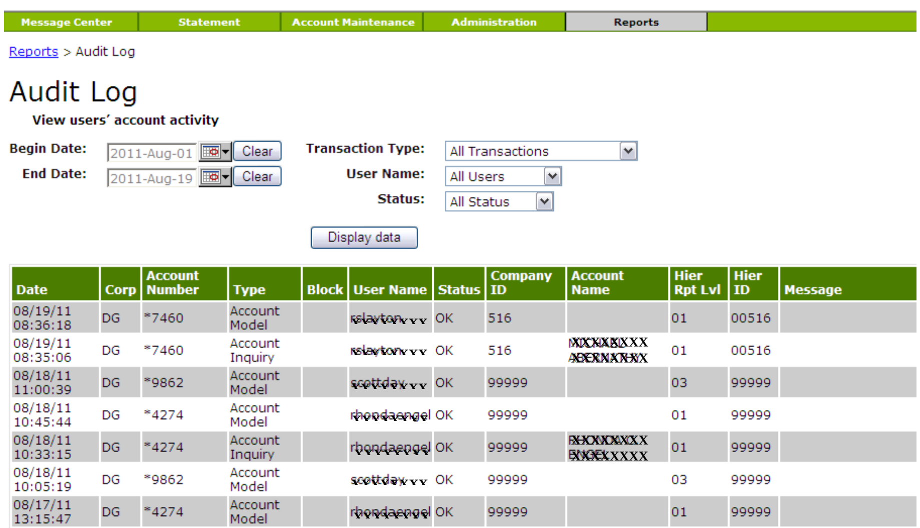
►Go to –Reports-.
►Click on "Audit Log".



►Select your -Begin Date- and your -End Date-.
►Select your -Transaction Type-.
►Select your -User Name-.
►Select your –Status-.
►Click on "Display Data".



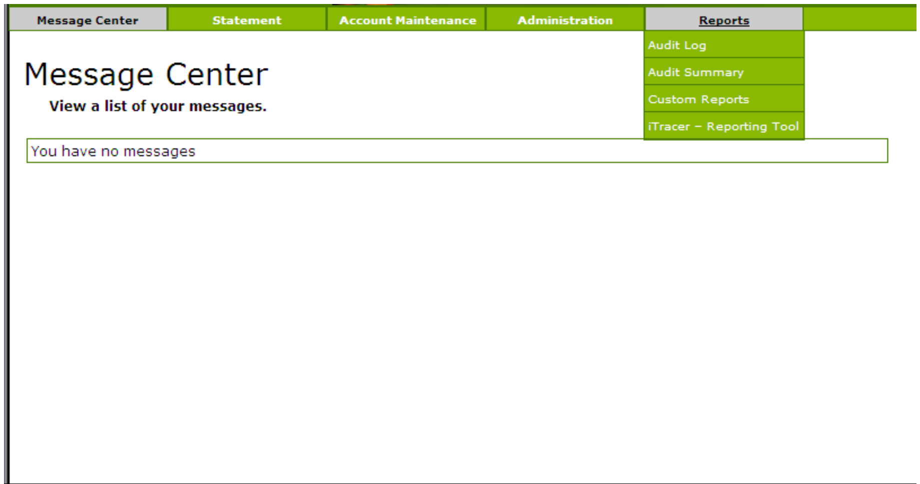
►Data will be displayed .



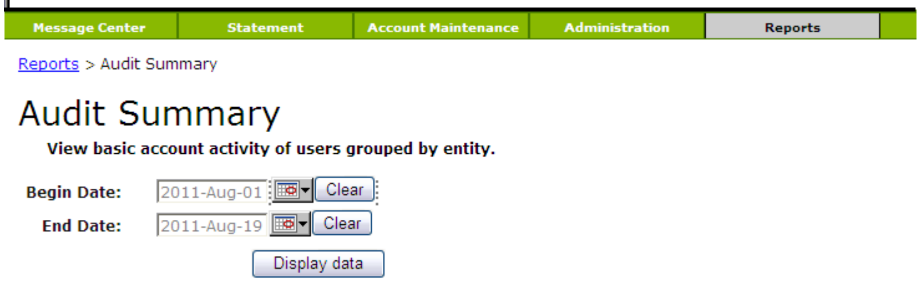
CMS Audit Summary Procedures

Regions Card Management System Audit Summary Procedures

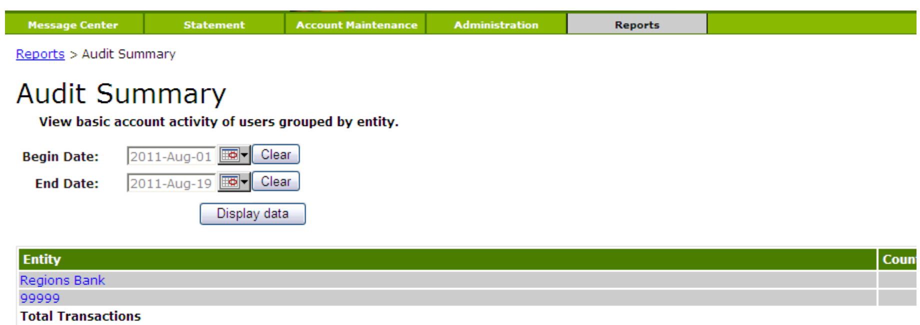
►Go to –Reports-.
►Click on "Audit Summary".



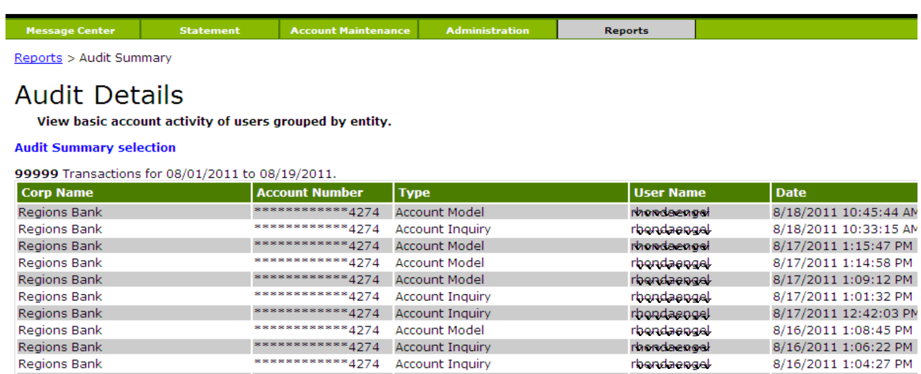
►Select your -Begin Date- and your -End Date-.
►Click on "Display Data".



►Click on the –Entity- that you are pulling the Audit Summary for.



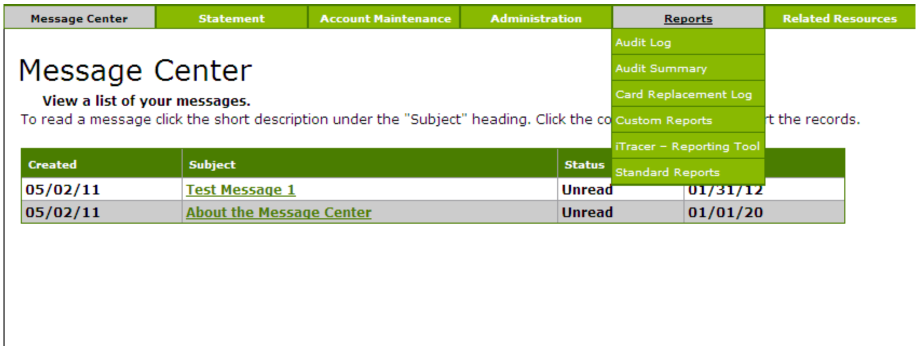
►Audit Summary Details will display.



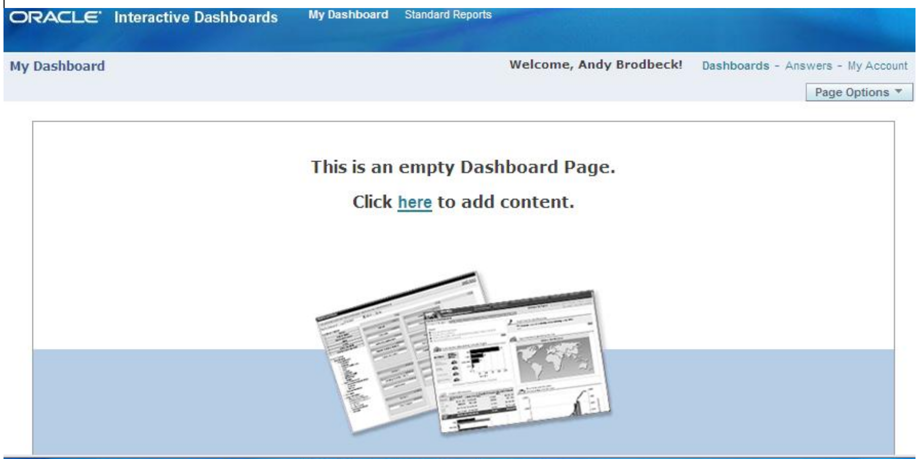
CMS Reporting Procedures

Regions Card Management System Reporting Procedures

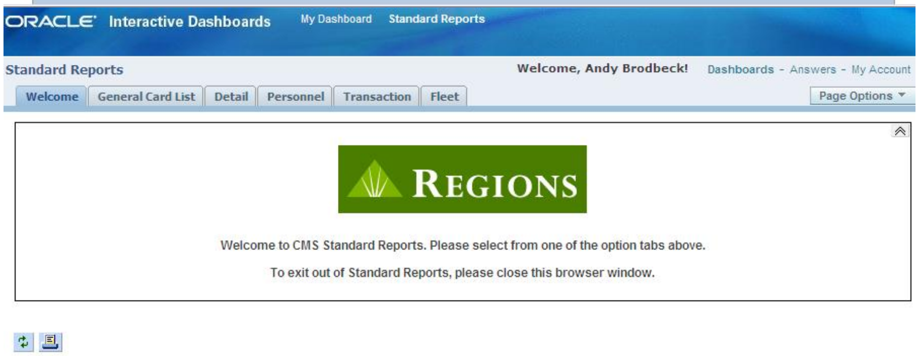
►Go to –Reports-
►Click on "Standard Reports".



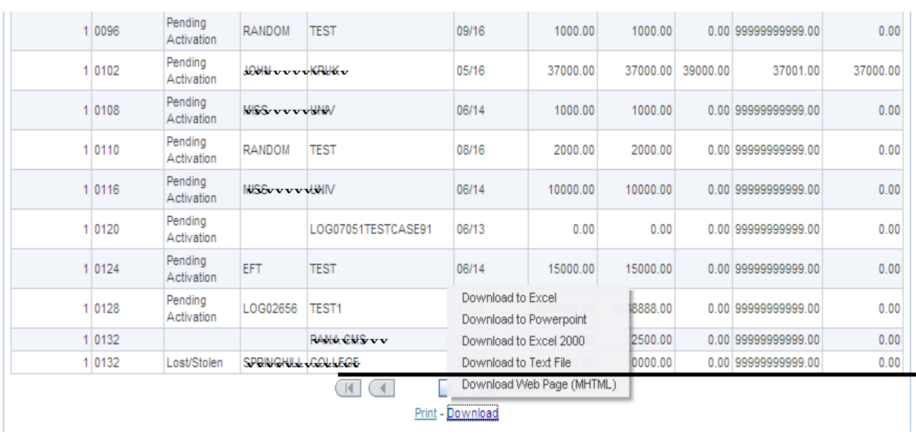
►Oracle Reports will open in a separate page
►Click on "Standard Reports" at the top of the page.



►Click on the Standard Report Tab you would like to pull.



►Click on "Download", choose the download format and select the location to download the file to.



CMS Quick Reference Guide

Regions Card Management System Login Quick Reference

►Go to https://www.card-data.com/RegionsCardManagementSystem/Security/Login.aspx
►Type in your User Name and Password (if this is your first time to log in type in your Temporary Password).
►Click on “Login”.
►Type in your Current Password.
►Type in your New Password.
►Re-type your New Password.
►Click on “Logon”.
►The next screen will ask for your Credential ID and Security Code.
►Credential ID is the Serial Number on the back of your Token.
►The Security Code is the six digit number displayed on the front of your token.
►Type in this information and click “Continue”.

Regions Card Management System Statement View Quick Reference

►At the -Message Center- page, click on “Statement” and then “Statement View and Print”.
►Choose the -Search Type- and type in the account name.
►Click on “Search”.
►When the search results are loaded, click on “View Account” at the right of the account name.
►The first tab is the “ Statement Summary” (this will give you basic information about the account.).
►The second tab shows more current transactions and messages.
►The third tab payment bank information. (Not Applicable)

Regions Card Management System Account View/Update Quick Reference

►Go to -Account Maintenance-.
►Click on “Account View/Update”.
►Select the “Search Type” then type in the -Account Name- and click “Search”.
►Once the information is displayed, click on “View Account” to the right of the account.

Regions Card Management System Create New Account Quick Reference

►To create a new account go to the “Account Maintenance” link and click on “Create New Account”.
►Search by the Account Name, Account Number, or Employee/Vendor ID.
►Click on “View Account” beside the existing account that you want to model..
►Make changes to reflect the new account information on the –Demographics- tab.
►Make any credit limit changes on the –Limits- tab.
►-Billing- tab should not be used.
►Click on “Review” at the bottom of the page.
►Review the data and click on “Add Account” if no further changes need to be made.

Regions Card Management System Transaction Inquiry Quick Reference

►Go to -Account Maintenance-.
►Click on “Transaction Inquiry.
►Select the -Search Type-.
►Type in the -Account Name/Account Number/Employee/Vendor ID-.
►Select the “Transaction Type”.
►Click “Search”.
►This will bring up the transaction data.

Regions Card Management System Transaction Inquiry Quick Reference

►Go to -Account Maintenance-.
►Click on “Transaction Inquiry.
►Select the -Search Type-.
►Type in the -Account Name/Account Number/Employee/Vendor ID-.
►Select the -Transaction Type-.
►Click “Search”.
►This will bring up the transaction data.

Regions Card Management System Create New User Quick Reference

►Go to –Administration-.
►Click on “User Maintenance”.
►Click on “Add User”.
►Type in -User Name-, -First Name-, -Last Name-.
►Type in a Temporary Password (at least 7 characters, at least one letter and two numbers).
►Re-type the Temporary Password.
►Select the Access Level.
►Select the Company or Account.
►Click on “Save & Continue”.
►Add User Functions .
►Click on “Save & Continue”.
►If ordering a VeriSign token for the user, complete the form and click on “Order”.
►If the user does not need a VeriSign token click on “Skip Order”.
►If you need to make edits to the user click on the “View/Edit” link.
►If the user is ready to be created, click on “Continue”.
►This will bring you back to the -User Maintenance- Screen.
►Type in your User Name that you just created and click on “List Users”.
►This will bring up the user that you just created. At this point you can verify the user has been created and verify the set up is correct. If everything is correct, the user is ready to log into the system.

Regions Card Management System Credential Maintenance Quick

►Go to –Administration-.
►Click on “Credential Maintenance”.
►Select the -Access Level-.
►Select you –Company-.
►Click on “Search”.
►Locate the user and click on “Reorder” to order a new VIP Token or click on “Order” to order a new VIP Token for a new user.

Regions Card Management System Update User Quick Reference

►Go to –Administration-.
►Click on “User Maintenance”.
►Type in the User Name in the -Name Search- field.
►Click on “List Users”.
►Click on “User Name” to update the user information.
►Make changes to the -User Information- and click on “Save & Continue”.
►Make changes to the -User Functions- and click on “Save & Continue”.

Regions Card Management System Audit Log Quick Reference

►Go –Reports-.
►Click on “Audit Log”.
►Select your -Begin Date- and your -End Date-.
►Select your -Transaction Type-.
►Select your -User Name-.
►Select your –Status-.
►Click on “Display Data”.

Regions Card Management System Audit Summary Quick Reference

►Go to –Reports-.
►Click on “Audit Summary”.
►Select your ‘Begin Date” and your -End Date-.
►Click on “Display Data”.
►Click on the –Entity- that you are pulling the Audit Summary for.
►Audit Summary Details will display.

Regions Card Management System Reporting Procedures

►Go –Reports-.
►Click on “Standard Reports”.
►Oracle Reports will open in a separate page.
►Click on “Standard Reports” at the top of the page.
►Click on the Standard Report Tab you would like to pull.
►Click on “Download”, choose the download format, select the location to download the file to and click “Save”.

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