


# Regions Commercial Card

## Card Management System User Guide



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# 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”.

The screenshot shows the login page of the Regions Card Management System. The header includes the Regions logo and the text 'Card Management System' with the date 'Friday, August 12, 2011 9:55:40 AM EST'. The main heading is 'Login'. There are two input fields: 'User Name' with the value 'looscottday' and 'Password' with masked characters. Links for 'Forgot User Name?' and 'Forgot Password?' are provided. A 'Login' button is at the bottom. A message states: 'It is recommended that you add this site to your Trusted Sites Zone. Click [here](#) for instructions.' At the bottom, it says 'Reflects statements generated through 08/10/2011' and has links for 'privacy statement', 'terms of use', and 'supported browsers'.

The screenshot shows the 'Change Password' page. The header is the same as the login page, but the date is 'Friday, August 12, 2011 11:31:06 AM EST'. The heading is 'Change Password'. Below it, it says 'Enter the information to change your password.' and lists a bullet point: 'Passwords can only contain letters and numbers with at least 1 letter and 2 numbers in any order. A password must be greater than 7 and less than 21 characters long.' There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password', all with masked characters. There are three buttons: 'Logon', 'Start Over', and 'Logoff'. At the bottom, it has the same footer as the login page.

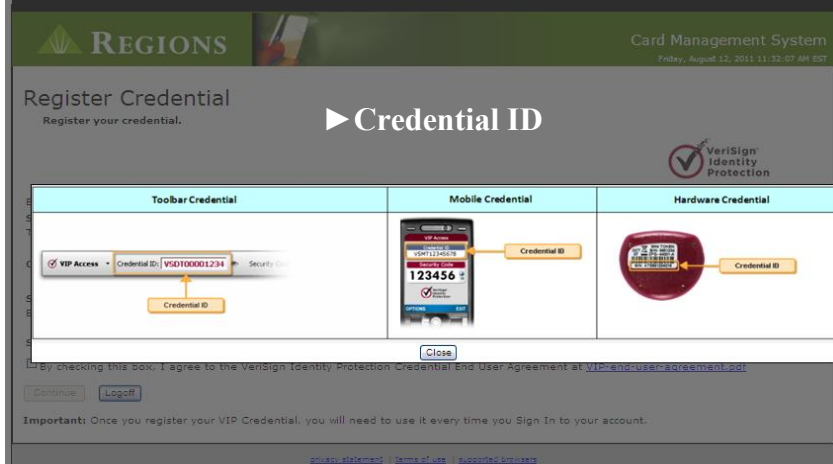
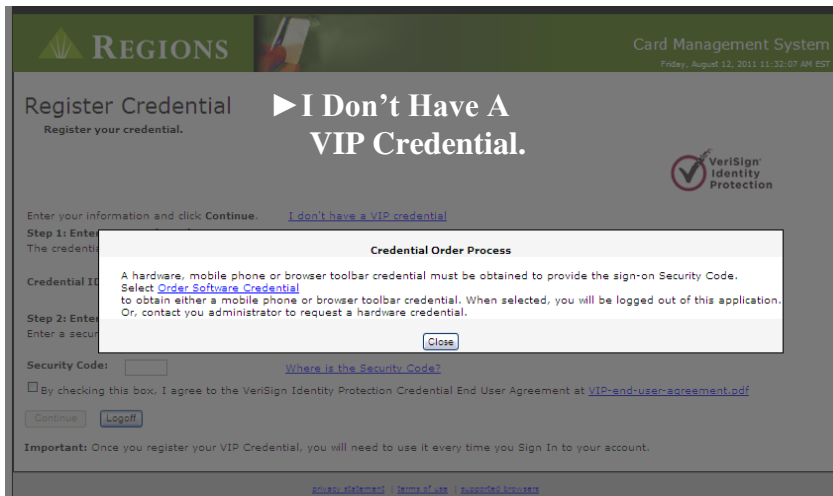
The screenshot shows the 'Register Credential' page. The header is the same as the previous pages, but the date is 'Monday, August 15, 2011 11:39:52 AM EST'. The heading is 'Register Credential' with the sub-heading 'Register your credential.' There is a VeriSign Identity Protection logo. The text says 'Enter your information and click Continue.' with a link 'I don't have a VIP credential'. It then has two steps: 'Step 1: Enter Your Credential ID' with a note 'The credential ID is typically 12 alphanumeric characters (e.g. ABCD12345678)' and a 'Credential ID' input field with a link 'Where is the Credential ID?'; and 'Step 2: Enter Your Security Code' with a note 'Enter a security code from your VIP credential.' and a 'Security Code' input field with a link 'Where is the Security Code?'. There is a checkbox for agreement with a link to 'VIP-end-user-agreement.pdf'. There are 'Continue' and 'Logoff' buttons. An important note at the bottom says: 'Important: Once you register your VIP Credential, you will need to use it every time you Sign In to your account.' The footer is the same as the previous pages.

# 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.

Summary		Annual Percentage Rate:	
Previous Balances:	\$0.00	Annual Percentage Rate:	0.00 %
Purchases:	\$16.27	Days In This Billing Cycle:	30
Cash Advances:	\$0.00	New Cash Advances:	\$0.00
Credits:	\$0.00	Cash Advance Fee:	\$0.00
Payments:	\$0.00		
Other Charges:	\$0.00	Average Daily Balance:	\$0.00
Finance Charges:	\$0.00	Monthly Periodic Rate:	0.0000 %
New Balance:	\$16.27	Nominal Annual Percentage Rate:	0.00 %
		Purchases	Cash
			\$0.00
			0.0000 %
			0.00 %

# 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

View Statement: 07/29/2011

Name  
Address

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

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

THE DISPUTED ITEM FORM HAS CHANGED. PLEASE DOWNLOAD THE NEW FORM BY LOGGING ONTO:  
[HTTP://WWW.REGIONS.COM/VIRTUALDOCUMENTS/DISPUTED\\_ITEMS\\_FORM.PDF](http://www.regions.com/virtualdocuments/disputed_items_form.pdf)

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

View Statement: 07/29/2011

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

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



011345676900187543240434  
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”.

The screenshot shows the top navigation bar of the Regions Card Management System. The 'Account Maintenance' tab is selected. Below the navigation bar, there is a 'Message Center' section with a sub-header 'View a list of your messages.' and a text box containing 'You have no messages'. To the right of the 'Account Maintenance' tab, there is a dropdown menu with three options: 'Account View/Update', 'Create New Account', and 'Transaction Inquiry'. The top right corner of the page displays the user's name 'Customer Service | Profile | Logout', the system name 'Card Management System', and the date and time 'Tuesday, August 16, 2011 3:36:19 PM EST'.

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

The screenshot shows the 'Account View/Update' search form. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a breadcrumb trail 'Account Maintenance > Account View/Update'. The main heading is 'Account View/Update' with the sub-header 'View and update existing account information.' Below this, there is a list of instructions for searching: 'Select Search Type.', 'If searching by account name, enter a complete or partial account name.', 'To enter both a last and first name, enter them in the format Last Name,First Name.', 'If searching by account number, enter a complete or partial account number.', 'If searching by employee or vendor ID, enter a complete or partial employee or vendor ID.', and 'Select "Search" to find accounts using search criteria.' Below the instructions, there is a note: 'Note: To reduce the number of entries in the search results, please enter as much of the account name, number or employee or vendor ID as possible.' The search form includes a 'Search Type' section with three radio buttons: 'Search for Account Name' (selected), 'Search for Account Number', and 'Search for Employee/Vendor ID'. Below this, there is an 'Account Name' text input field and a 'Search' button.

# 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

REGIONS  
Customer Service | Profile | Logout  
Card Management System  
Tuesday, August 16, 2011 3:40:34 PM EST

Message Center | Statement | **Account Maintenance** | Administration | Reports

Account Maintenance > Account View/Update

### Account View/Update

View and update existing account information.  
[Modify Search](#)

Note: For multiple accounts with the same name, check the status and select "View Account" for the desired account.

Status: All

Last Name	First Name	Middle Name	Employee / Vendor ID	Status	
***** CARD	TEST			Closed	<a href="#">View Account</a>
***** CARD	TEST			Active	<a href="#">View Account</a>
***** CARD	TEST			Closed	<a href="#">View Account</a>
***** CARD	TEST			Closed	<a href="#">View Account</a>
***** CARD	TEST			Closed	<a href="#">View Account</a>

REGIONS COMMERCIAL BANKING  
\*\*\*\*\*9862  
TEST CARD

VISA

#### Account Status

Account Status : **CARD ACTIVATION**

Credit Limit : \$1,000.00      Current Balance : \$0.00

REGIONS VISA PURCHASING CARD CREDIT ACCOUNT

Account Permissions | Demographics | Limits | Billing | Account Summary

#### Card Activation

**Select this button to ACTIVATE this account**

By selecting this button, you will be activating this account.

#### Block Account

**Select this button to BLOCK this account**

By selecting this button, you are temporarily blocking the use of this card. Please contact your financial institution as to the reason for the block. Once you block the account, only the financial institution can remove the block. In the case of a lost or stolen card, interchange regulations require that you immediately contact your financial institution.

#### Fraud Strategy Override Permissions

# 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.

Last Name	First Name	Middle Name	Employee / Vendor ID	Status
*****7627	CARD	TEST		Closed <a href="#">View Account</a>
*****9862	CARD	TEST		Active <a href="#">View Account</a>
*****7177	CARD	TEST		Closed <a href="#">View Account</a>
*****6344	CARD	TEST		Closed <a href="#">View Account</a>
*****4097	CARD	TEST		Closed <a href="#">View Account</a>

# 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.

**Account Status**  
 Account Status : **CARD ACTIVATION**

Demographics | **Limits** | Billing

**Primary Cardholder**

First Name: TEST Middle Name: Last Name: CARD  
First, Middle and Last name must not exceed 25 characters including 1 implied space after the First name and 1 implied space after the Middle name if entered. Total Characters: 9

SSN: 999-99-1234 Date of Birth: MM/YYYY  
 Home Phone: Business Phone:  
 Alternate Phone: Alt. Phone Type:  
 Address Line 1: ATTN: PCARD ADMIN  
 Address Line 2: DO NOT MAIL  
 City: BIRMINGHAM State/Province: Alabama  
 Zip/Postal Code: 35203 Country: UNITED STATES  
 Email Address: TEST.CARD@REGIONS.COM  
 Alternate Email Address:

## Create New Account

Open new account  
[Modify Search](#) | [Account Selection](#)  
 REGIONS COMMERCIAL BANKING  
 REGIONS VISA PURCHASING CARD CREDIT ACCOUNT



**Account Status**  
 Account Status : **CARD ACTIVATION**

Demographics | **Limits** | Billing

**Account**

Credit Limit \$:	1 000	Cash Advance Limit \$:	0
Single Transaction Amount \$:	1 000	Monthly Transaction Count:	99 999
Daily Transaction Amount \$:	1 000	Daily Transaction Count:	99 999

**MCC Group ID Information**

MCC Equal Ind: Cardholder can only use merchants within the following merchant category groups.  
 MCC Group ID 1: 720 TECH SALES INCLUDE  
 MCC Group ID 2:

REGIONS COMMERCIAL BANKING  
 REGIONS VISA PURCHASING CARD CREDIT ACCOUNT



**Account Status**  
 Account Status : **CARD ACTIVATION**

Demographics | Limits | **Billing**

**Account**

Central Bill Account Number: Diversion Account:  
 Account Type: INDIVIDUAL Statement day: 028  
 Level / Hierarchy ID: 03/99999 - COMMERCIAL CARD ALABAMA

**Invoice Information**  
 Invoice Frequency: Does not participate

**Accounting Information**

Account GL: Cost Center:  
 Employee ID:

# Regions Card Management System Create New Account Procedures

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

<b>Limits</b>	Cash Advance Limit: \$0 Single Transaction Amount: \$1,000 Monthly Transaction Count: 99,999 Daily Transaction Amount: \$1,000 Daily Transaction Count: 99,999	
<b>MCC Group ID Information</b>	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
<b>Merchant Tables</b>	Merchant Table Include/Exclude: Merchant Table 1: Merchant Table 2: Merchant Table 3: Merchant Table 4: Merchant Table 5:	Not Participating in Merchant Tables
<b>Account</b>	Central Bill Number: Diversion Account: Account Type: Level / Hierarchy ID:	INDIVIDUAL 03/99999 - COMMERCIAL CARD ALABAMA
<b>Accounting Information</b>	Account G/L: Cost Center: Employee ID:	
<input type="button" value="Modify Account"/> <input type="button" value="Add Account"/>		

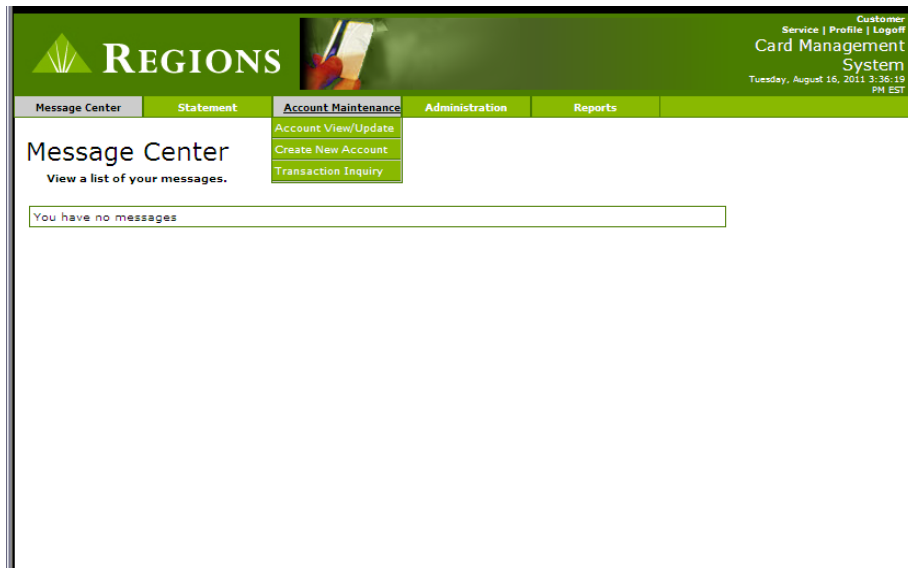
# CMS Transaction Inquiry Procedures





# 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”.

## Transaction Inquiry

### View account transactions

- Select Search Type.
- If searching by account name, enter a complete or partial account name.
- To enter both a last and first name, enter them in the format Last Name,First Name.
- If searching by account number, enter a complete or partial account number.
- Select an option from the Transaction Type box to display the desired combination of Pending or Posted Transactions.
- If searching by employee or vendor ID, enter a complete or partial employee or vendor ID.
- Select "Search" to find accounts using search criteria.

Note: To reduce the number of entries in the search results, please enter as much of the account name, number or employee or vendor ID as possible.

**Search Type**

Search for Account Name

Search for Account Number

Search for Employee/Vendor ID

**Account Number** \*\*\*\*\*9862

**Transaction Type**

All

Pending Transactions

Posted Transactions

[Account Maintenance](#) > Transaction Inquiry

## Transaction Inquiry

### View account transactions

[Modify Search](#)

REGIONS COMMERCIAL BANKING  
\*\*\*\*\*9862  
TEST CARD

### Account Status

Account Status: **CARD ACTIVATION**

Account Available: \$1,000.00

Current Balance: \$0.00

Company Available: \$16,467.31

No Transactions Found

[Modify 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".

The screenshot shows the 'Message Center' page of the Regions Card Management System. The top navigation bar includes 'Message Center', 'Statement', 'Account Maintenance', 'Administration', and 'Reports'. Under 'Administration', there are sub-links for 'Credential Maintenance' and 'User Maintenance'. The main content area displays 'Message Center' with the instruction 'View a list of your messages.' and a button labeled 'Create new user or update user access'. Below this, it states 'You have no messages' in a text box. At the bottom, a note reads 'Reflects statements generated through 08/10/2011'.

- ▶ Click on "Add User".

The screenshot shows the 'User Maintenance' page. The top navigation bar is the same as the previous page, but 'Administration' is selected. The breadcrumb trail is 'Administration > User Maintenance'. The page title is 'User Maintenance' with the instruction 'Create new user or update user access'. There are three bullet points providing instructions on how to use the search and download features. A 'Download User Report' button is visible. Below the instructions are several dropdown menus for 'Access Level' (set to 'All'), 'Multi-Corp ID' (AM - Regions), 'Corp ID' (DG - Regions Bank), 'Company' (99999 - REGIONS COMMERCIAL BANKING), and 'Hierarchy' (set to 'All'). A 'Name Search' text box is also present. At the bottom, there are 'List Users' and 'Add User' buttons.

- ▶ 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".

The screenshot shows the 'Add User' page. The top navigation bar is the same as the previous pages, but 'Administration' is selected. The breadcrumb trail is 'Administration > User Maintenance > Add User'. The page title is 'Add User'. There are two main sections: 'User Information' and 'Access Information'. The 'User Information' section contains fields for 'User Name' (testuser1), 'First Name' (Test), 'Middle Name', 'Last Name' (User), and 'Email' (testuser1@test.com). There are also 'Password' and 'Confirm Password' fields, both masked with asterisks. The 'Access Information' section contains a dropdown for 'Access Level' (set to '< Select an Access Level >'), and fields for 'Multi-Corp ID', 'Corp ID', and 'Company' (99999 - REGIONS COMMERCIAL BANKING). At the bottom, there is a 'Save & Continue' button.

# Regions Card Management System Create New User Procedures

- ▶ Add User Functions .
- ▶ Click on “Save & Continue”.

Regions Card Management System  
Friday, August 12, 2011 10:11:12 AM EST

Message Center | Statement | Account Maintenance | Administration | Reports

Administration > User Maintenance > Add User > User Functions

## User Functions

**i** User testuser1-User,Test was added.

User currently being created/updated: testuser1-User,Test

- To change the functions for the user, click or unclick the boxes below.

- Account View Only
- Account Update
- Fraud Strategy/Account Update
- Create New Account
- Card Replacement
- Waive Fees
- Transaction Inquiry
- Field Level Security
- Auth Override View Only
- Auth Override Update
- Card Replacement Log
- Audit Summary
- Reports View
- Audit Log
- Security Maintenance
- Statement
- Transaction Analysis
- Related Resources
- OLS Link

- ▶ 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”.

## Credential Order

**i** Functions for user:testuser1 were added.

User currently being created/updated: testuser1-User,Test

Instructions:

- Procedures for obtaining a software credential for a mobile phone or web browser toolbar will be presented during the initial login process. Please select Skip Order if the user will be using a software credential.
- Please enter credential shipping information.
- Only one credential is required per user, regardless of the number of IDs assigned to each user.
- If a PO Box is entered, the shipping type selected must be "USPS First Class Mail".
- Orders entered after 11:00 am ET will be processed the next business day.
- Orders are processed and delivered on business days only.
- Shipping addresses not validated in USPS format will experience a shipping delay.

I agree that the address below has been validated at <http://zip4.usps.com/zip4/welcome.jsp>

Country:

Ship To:  Company Address  
 Residential Address

Company Name:

First Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State/Province:

Zip/Postal Code:

Contact Phone:

Shipping Type:

# 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”.

Customer Service | Profile | Logoff  
Card Management System  
Friday, August 12, 2011 10:14:13 AM EST

Message Center | Statement | Account Maintenance | Administration | Reports

Administration > User Maintenance > Add User > User Functions > Credential Order > Field Level Security

## Field Level Security

User currently being created/updated: testuser1-User,Test

- To change the field level security for the user, click the corresponding page link below.

Page Name	View / Edit Settings for Page
Account View / Update	<a href="#">View / Edit</a>

[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”.

Customer Service | Profile | Logoff  
Card Management System  
Friday, August 12, 2011 10:15:16 AM EST

Message Center | Statement | Account Maintenance | Administration | Reports

Administration > User Maintenance

## User Maintenance

Create new user or update user access

- Select an Access Level to limit the list of User Names to a single access level.
- To search for a user's name, enter a complete or partial first or last name using the Name Search box. To search for both a last and first name, enter them in the format last name, first name.
- Select the Search button to display up to a maximum of 300 User Names. Refine the search criteria to reduce the number of User Names displayed.

[Download User Report](#)

Access Level: All

Multi-Corp ID: All Except Account

Corp ID: Company Level

Company: MMERICAL BANKING

Hierarchy: All

Name Search:

[List Users](#) [Add User](#)

- ▶ 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.

Customer Service | Profile | Logoff  
Card Management System  
Friday, August 12, 2011 10:17:00 AM EST

Message Center | Statement | Account Maintenance | Administration | Reports

Administration > User Maintenance

## User Maintenance

Create new user or update user access

**i** There were 1 User Names returned. A maximum of 300 User Names will be displayed. To reduce results, enter additional search criteria.

- Select an Access Level to limit the list of User Names to a single access level.
- To search for a user's name, enter a complete or partial first or last name using the Name Search box. To search for both a last and first name, enter them in the format last name, first name.
- Select the Search button to display up to a maximum of 300 User Names. Refine the search criteria to reduce the number of User Names displayed.

[Download User Report](#)

Access Level: All

Multi-Corp ID: AM - Regions

Corp ID: DG - Regions Bank

Company: 99999 - REGIONS COMMERCIAL BANKING

Hierarchy: All

Name Search: test

[List Users](#) [Add User](#)

User Name	Name (Last, First Middle)	Access Level	Update
testuser1	User, Test	Company	<a href="#">Delete</a> <a href="#">Profile</a> <a href="#">Functions</a> <a href="#">Fields</a> <a href="#">Auth</a>

# CMS Credential Maintenance Procedures



# Regions Card Management System Credential Maintenance Procedures

- ▶ Go to “Administration”.
- ▶ Click on “Credential Maintenance”.

Thursday, August 11, 2011 10:00 AM

Message Center | Statement | Account Maintenance | **Administration** | Reports

Message Center  
View a list of your messages.

You have no messages

- Credential Maintenance
- Multi-Company Maintenance
- User Maintenance

- ▶ Select the -Access Level-.
- ▶ Select your -Company-.
- ▶ Click on “Search”.

**REGIONS**

Message Center | Statement | Account Maintenance | **Administration** | Reports

[Administration](#) > Credential Maintenance

## Credential Maintenance

View or update users' credential information

Access Level:

Multi-Corp ID: AM - Regions

Corp ID: DG - Regions Bank

Multi-Company:

Company:

Hierarchy:

- ▶ 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.

## Credential Maintenance

View or update users' credential information

**i** There were 5 User Names returned. A maximum of 300 User Names will be displayed. To reduce results, enter additional search criteria.

Access Level:

Multi-Corp ID: AM - Regions

Corp ID: DG - Regions Bank

Multi-Company:

Company:

Hierarchy:

User Name	Name (Last, First Middle)	Credential ID	Credential Status	Hardware Credentials
coscottday	Day, Scott, VV		Registered	<a href="#">Reorder</a>
rhondaengel	Engel, Rhonda		Registered	<a href="#">Reorder</a>
rhondastmt	Engel, Rhonda		Registered	<a href="#">Reorder</a>
testuser1	User, Test		Not Registered	<a href="#">Order</a>
testuser2	User2, Test Y		Not Registered	<a href="#">Order</a>

# 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.

Thursday, Aug 11, 2011 10:00 AM

Message Center    Statement    Account Maintenance    **Administration**    Reports

**Message Center**  
View a list of your messages.

You have no messages

Credential Maintenance  
Multi-Company Maintenance  
User Maintenance

[Administration](#) > User Maintenance

## User Maintenance

Create new user or update user access

- Select an Access Level to limit the list of User Names to a single access level.
- To search for a user's name, enter a complete or partial first or last name using the Name Search box. To search for both a last and first name, enter them in the format last name, first name.
- Select the Search button to display up to a maximum of 300 User Names. Refine the search criteria to reduce the number of User Names displayed.

Download User Report

Access Level: All

Multi-Corp ID: AM - Regions

Corp ID: DG - Regions Bank

Multi-Company: All

Company: All

Hierarchy: All

Name Search:

List Users    Add User

## User Maintenance

Create new user or update user access

There were 2 User Names returned. A maximum of 300 User Names will be displayed. To reduce results, enter additional search criteria.

- Select an Access Level to limit the list of User Names to a single access level.
- To search for a user's name, enter a complete or partial first or last name using the Name Search box. To search for both a last and first name, enter them in the format last name, first name.
- Select the Search button to display up to a maximum of 300 User Names. Refine the search criteria to reduce the number of User Names displayed.

Download User Report

Access Level: All

Multi-Corp ID: AM - Regions

Corp ID: DG - Regions Bank

Multi-Company: All

Company: 99999 - REGIONS COMMERCIAL BANKING

Hierarchy: All

Name Search: test

List Users    Add User

User Name	Name (Last, First Middle)	Access Level	Update				
<a href="#">testuser1</a>	User, Test	Company	<a href="#">Delete</a>	<a href="#">Profile</a>	<a href="#">Functions</a>	<a href="#">Fields</a>	<a href="#">Auth</a>
<a href="#">testuser2</a>	User2, Test Y	Company	<a href="#">Delete</a>	<a href="#">Profile</a>	<a href="#">Functions</a>	<a href="#">Fields</a>	<a href="#">Auth</a>

# Regions Card Management System Update User Procedures

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

[Administration](#) > [User Maintenance](#) > Edit User

## Edit User

User being edited: testuser1-User,Test

**User Information**

User Name:	<input type="text" value="testuser1"/>	Password:	<input type="password"/>
First Name:	<input type="text" value="Test"/>	Confirm Password:	<input type="password"/>
Middle Name:	<input type="text"/>		
Last Name:	<input type="text" value="User"/>		
Email:	<input type="text" value="testuser1@test.com"/>		

**Access Information**

Access Level:	Company Level
Multi-Corp ID:	AM - Regions
Corp ID:	DG - Regions Bank
Company:	99999 - REGIONS COMMERCIAL BANKING

User currently being created/updated: testuser1-User,Test

- To change the functions for the user, click or unclick the boxes below.

- Account View Only
- Account Update
- Fraud Strategy/Account Update
- Create New Account
- Card Replacement
- Waive Fees
- Transaction Inquiry
  - Pending Transactions Only
  - Posted Transactions Only
- Field Level Security
- Auth Override View Only
- Auth Override Update
- Card Replacement Log
- Audit Summary
- Reports View
- Audit Log
- Security Maintenance
- Statement
- Transaction Analysis
- Related Resources
- OLS Link

► 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 .

Date	Corp	Account Number	Type	Block	User Name	Status	Company ID	Account Name	Hier Rpt Lvl	Hier ID	Message
08/19/11 08:36:18	DG	*7460	Account Model		XXXXXXXXXX	OK	516		01	00516	
08/19/11 08:35:06	DG	*7460	Account Inquiry		XXXXXXXXXX	OK	516	XXXXXXXXXX XXXXXXXXXX	01	00516	
08/18/11 11:00:39	DG	*9862	Account Model		XXXXXXXXXX	OK	99999		03	99999	
08/18/11 10:45:44	DG	*4274	Account Model		XXXXXXXXXX	OK	99999		01	99999	
08/18/11 10:33:15	DG	*4274	Account Inquiry		XXXXXXXXXX	OK	99999	XXXXXXXXXX XXXXXXXXXX	01	99999	
08/18/11 10:05:19	DG	*9862	Account Model		XXXXXXXXXX	OK	99999		03	99999	
08/17/11 13:15:47	DG	*4274	Account Model		XXXXXXXXXX	OK	99999		01	99999	

# CMS Audit Summary Procedures

# Regions Card Management System Audit Summary Procedures

- ▶ Go to –Reports–.
- ▶ Click on “Audit Summary”.

Message Center | Statement | Account Maintenance | Administration | **Reports**

**Message Center**  
View a list of your messages.

You have no messages

Audit Log  
Audit Summary  
Custom Reports  
iTracer – Reporting Tool

- ▶ Select your -Begin Date- and your -End Date-.
- ▶ Click on “Display Data”.

Message Center | Statement | Account Maintenance | Administration | **Reports**

[Reports](#) > Audit Summary

**Audit Summary**  
View basic account activity of users grouped by entity.

Begin Date: 2011-Aug-01 [Clear]  
End Date: 2011-Aug-19 [Clear]

[Display data]

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

Message Center | Statement | Account Maintenance | Administration | **Reports**

[Reports](#) > Audit Summary

**Audit Summary**  
View basic account activity of users grouped by entity.

Begin Date: 2011-Aug-01 [Clear]  
End Date: 2011-Aug-19 [Clear]

[Display data]

Entity	Count
Regions Bank 99999	
<b>Total Transactions</b>	

- ▶ Audit Summary Details will display.

Message Center | Statement | Account Maintenance | Administration | **Reports**

[Reports](#) > Audit Summary

**Audit Details**  
View basic account activity of users grouped by entity.

**Audit Summary selection**

99999 Transactions for 08/01/2011 to 08/19/2011.

Corp Name	Account Number	Type	User Name	Date
Regions Bank	*****4274	Account Model	rbqcdpqqd	8/18/2011 10:45:44 AM
Regions Bank	*****4274	Account Inquiry	rbqcdpqqd	8/18/2011 10:33:15 AM
Regions Bank	*****4274	Account Model	rbqcdpqqd	8/17/2011 1:15:47 PM
Regions Bank	*****4274	Account Model	rbqcdpqqd	8/17/2011 1:14:58 PM
Regions Bank	*****4274	Account Model	rbqcdpqqd	8/17/2011 1:09:12 PM
Regions Bank	*****4274	Account Inquiry	rbqcdpqqd	8/17/2011 1:01:32 PM
Regions Bank	*****4274	Account Inquiry	rbqcdpqqd	8/17/2011 12:42:03 PM
Regions Bank	*****4274	Account Model	rbqcdpqqd	8/16/2011 1:08:45 PM
Regions Bank	*****4274	Account Inquiry	rbqcdpqqd	8/16/2011 1:06:22 PM
Regions Bank	*****4274	Account Inquiry	rbqcdpqqd	8/16/2011 1:04:27 PM

# 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.

The screenshot shows the Oracle Reports interface. At the top, there are navigation tabs: Message Center, Statement, Account Maintenance, Administration, Reports, and Related Resources. The 'Message Center' section displays a list of messages with columns for Created, Subject, Status, and Date. Below this, there's a 'My Dashboard' section which is currently empty, with a message: 'This is an empty Dashboard Page. Click here to add content.' Below the dashboard, there's a 'Standard Reports' section with tabs for Welcome, General Card List, Detail, Personnel, Transaction, and Fleet. The 'Standard Reports' page shows the 'REGIONS' logo and a welcome message. At the bottom, a data table is displayed with columns for ID, Description, Status, Location, Date, and various numerical values. A 'Download' menu is open over the table, showing options: Download to Excel, Download to Powerpoint, Download to Excel 2000, Download to Text File, and Download Web Page (MHTML).

ID	Description	Status	Location	Date	Value 1	Value 2	Value 3	Value 4	Value 5
1 0096	Pending Activation	RANDOM	TEST	09/16	1000.00	1000.00	0.00	9999999999.00	0.00
1 0102	Pending Activation	WISS	WV	05/16	37000.00	37000.00	39000.00	37001.00	37000.00
1 0108	Pending Activation	WISS	WV	06/14	1000.00	1000.00	0.00	9999999999.00	0.00
1 0110	Pending Activation	RANDOM	TEST	08/16	2000.00	2000.00	0.00	9999999999.00	0.00
1 0116	Pending Activation	WISS	WV	06/14	10000.00	10000.00	0.00	9999999999.00	0.00
1 0120	Pending Activation		LOG07051TESTCASE91	06/13	0.00	0.00	0.00	9999999999.00	0.00
1 0124	Pending Activation	EFT	TEST	06/14	15000.00	15000.00	0.00	9999999999.00	0.00
1 0128	Pending Activation	LOG02656	TEST1				8888.00	0.00	9999999999.00
1 0132							2500.00	0.00	9999999999.00
1 0132	Lost/Stolen	SPRINGHILL COLLEGE					0000.00	0.00	9999999999.00



# 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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