## Regions Intersect Quick Reference Guide

How to Reissue a Card

Follow the below instructions for guidance on reissuing a card through Regions Intersect®.

1. Once you open the Regions Intersect application, navigate to Cards tab then select Card Maintenance.	Reports Cards Transactions Testing     Regions   Card Maintenance     Home Administration Security Payables Reports Cards Transactions Testing   Card Maintenance     Hello, Bethany   Recent Activity
2. Next, enter the search criteria along with the Search Item for the card to be reissued under the Category section.	Card Maintenance
3. Highlight the card information to enable the various options, then select Edit.	Cards   I Consta Resmit Automations Prior   From at 0 Exercit Automations Prior   Cond Security Code (CSC) Employee ID Lass Name: Prior Name Type Billing Surrency Prior   Condox View Vendor 0 Fale Inductual USD   C 1 3 20 ~ View Vendor 0 Fale Inductual USD
4. Then, click Request a New Card within the Reissue Card section.	Reissue Card
5. Lastly, select <mark>Save</mark> .	Cancel

**Note:** Once a card has been closed and moved to a purged status, the card cannot be reissued through Regions Intersect. A new card would need to be created.

Purge criteria includes the following:

- If the corporate account is closed, the individual cards are automatically placed in a potential purge status
- If the account has been closed and no activity has occurred in 9 months
- If the account has not had any activity in 9 months

