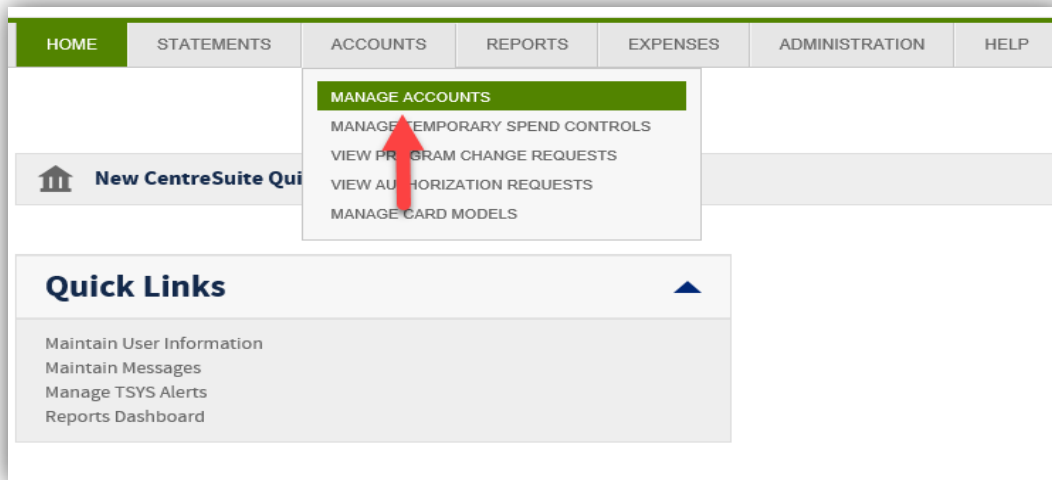


The following information provides guidance to help Administrators activate cards while using the CentreSuite® card management platform.

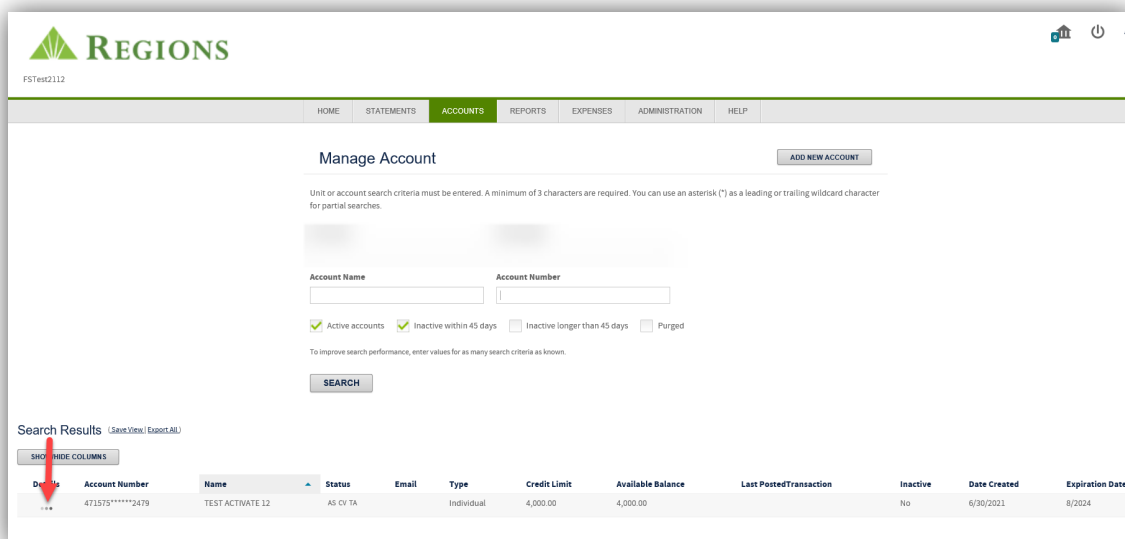
Important: Depending on your settings, certain fields described below may have different labels or may not display as documented.

TO ACTIVATE AN ACCOUNT

1. To activate an account go to the **Accounts Module** and click on **Manage Accounts**.



2. Search for the account that needs to be activated, by using the search filters. Once the account displays in the **Search Results** section, click on the details icon.



- From the account detail screen, scroll down to the **Account Status Section**. There, click on the **Activate Card** link. Please note, if the card has already been activated the link will not display.

Account Status

Expiration date: [?]
202408

Number of cards outstanding: [?]
1 [Order replacement card](#)

Current status:

TAB --
ASNA --
CVY --

Account status: [?]
Select action

[Activate Card](#)

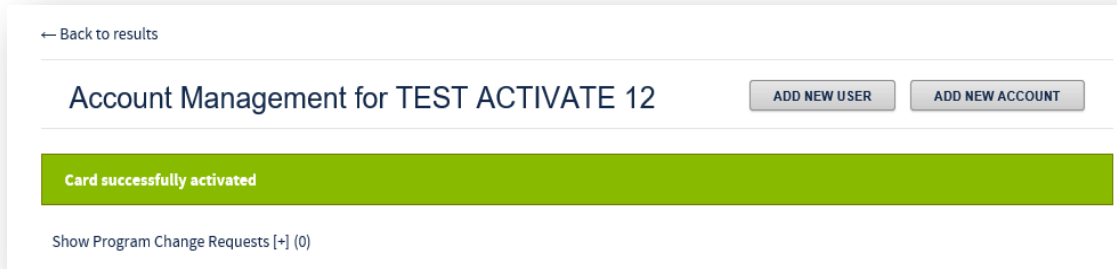
- The following pop-up will display to confirm Card Activation. Click OK.

Activate Card

Click OK to activate card for account TEST ACTIVATE 12 (471575*****2479)

OK Cancel

- Once the account has been activated, CentreSuite will confirm the activation by displaying the below message.



QUESTIONS?

Should you have additional questions or need further assistance, contact Regions Client Services at 1-800-760-1983.