

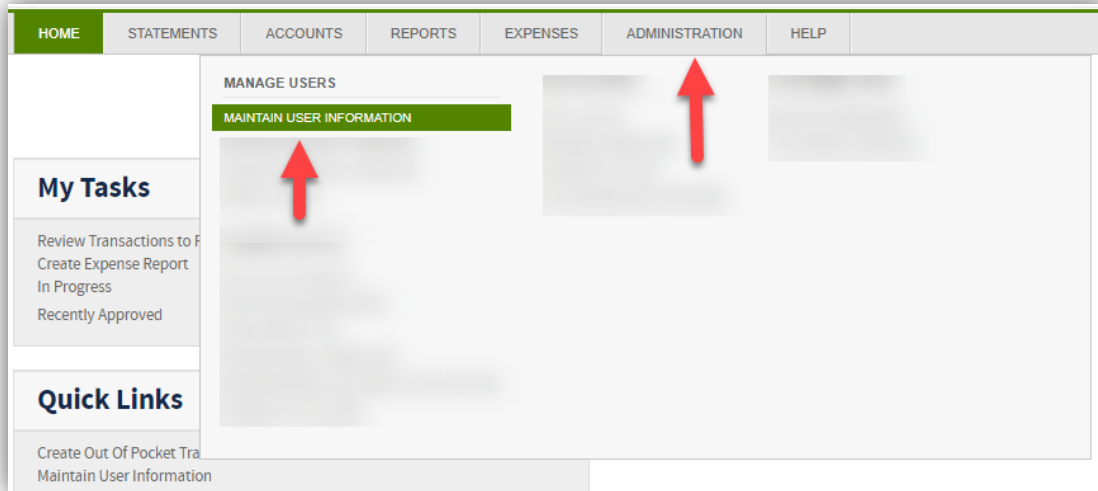
CentreSuite – Quick Reference Guide

Card Activation Cardholder Delegation

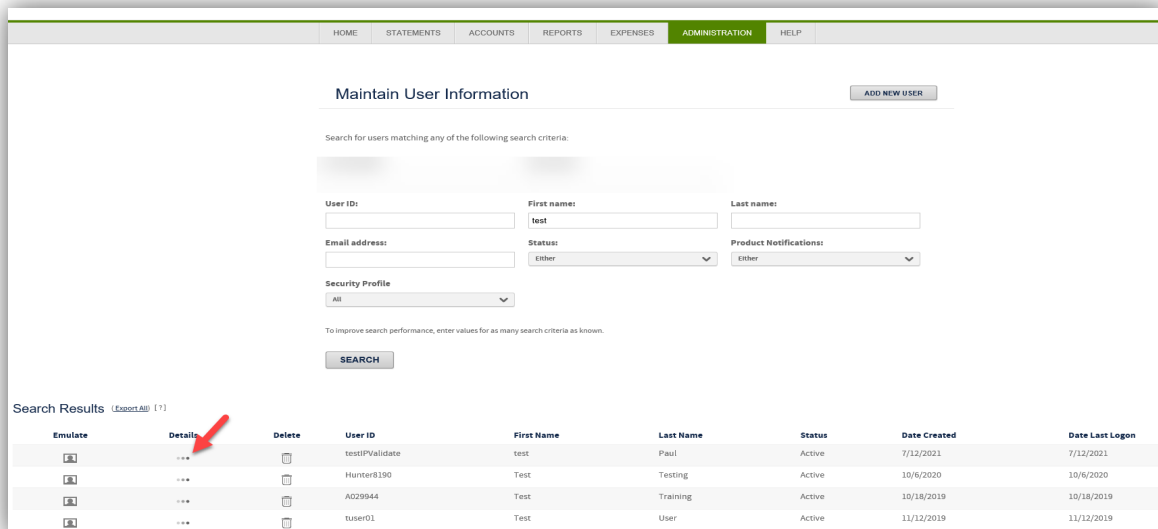
The following information provides guidance to help Program Administrators delegate Card Activation to cardholders.

TO DELEGATE CARD ACTIVATION RIGHTS TO A CARDHOLDER, FOLLOW THE BELOW PROCESS.

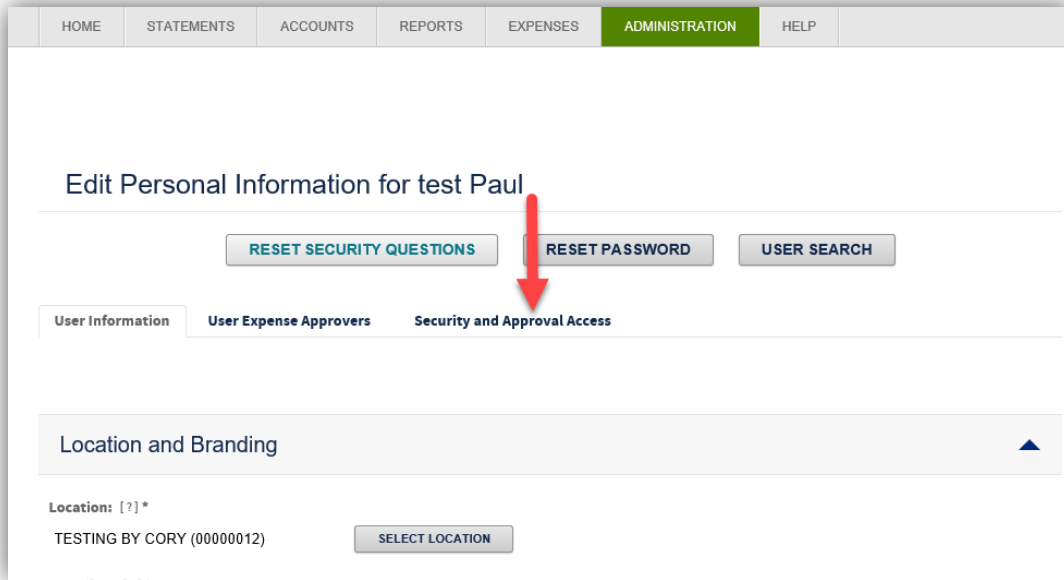
1. Go to Administration and select **Maintain User Information**.



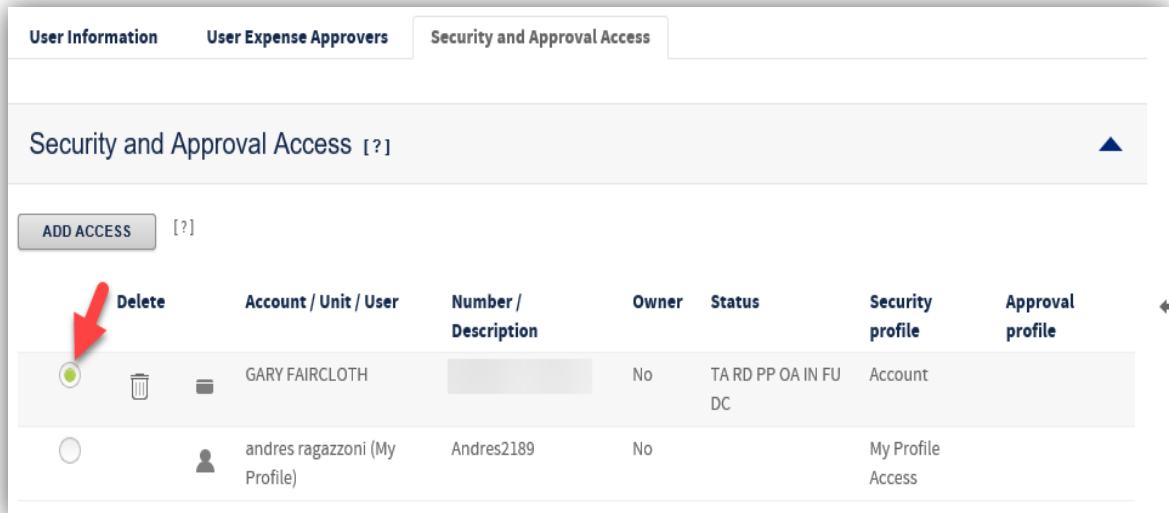
2. Search for the user who needs to be edited by using the below filters. After finding the user, click on the **details** icon highlighted below.



- From the user detail screen, click on the **Security and Approval Access** tab.



- Select the Cardholder and by checking on the bubble next to the Cardholder's name.



- Next, expand the **Accounts** permission and select **Grant** for **Activate Card**.

Permissions

Security Permissions Allocation Permissions Approval Permissions

Security Profile

Print Permissions

Account [?]

* Default for this profile

RESTORE TO PREVIOUS [?]

Accounts

- + Account Holder Information
- + Account Status

Activate Card

Deny Grant

6. Scroll down and click **SAVE**.

QUESTIONS?

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