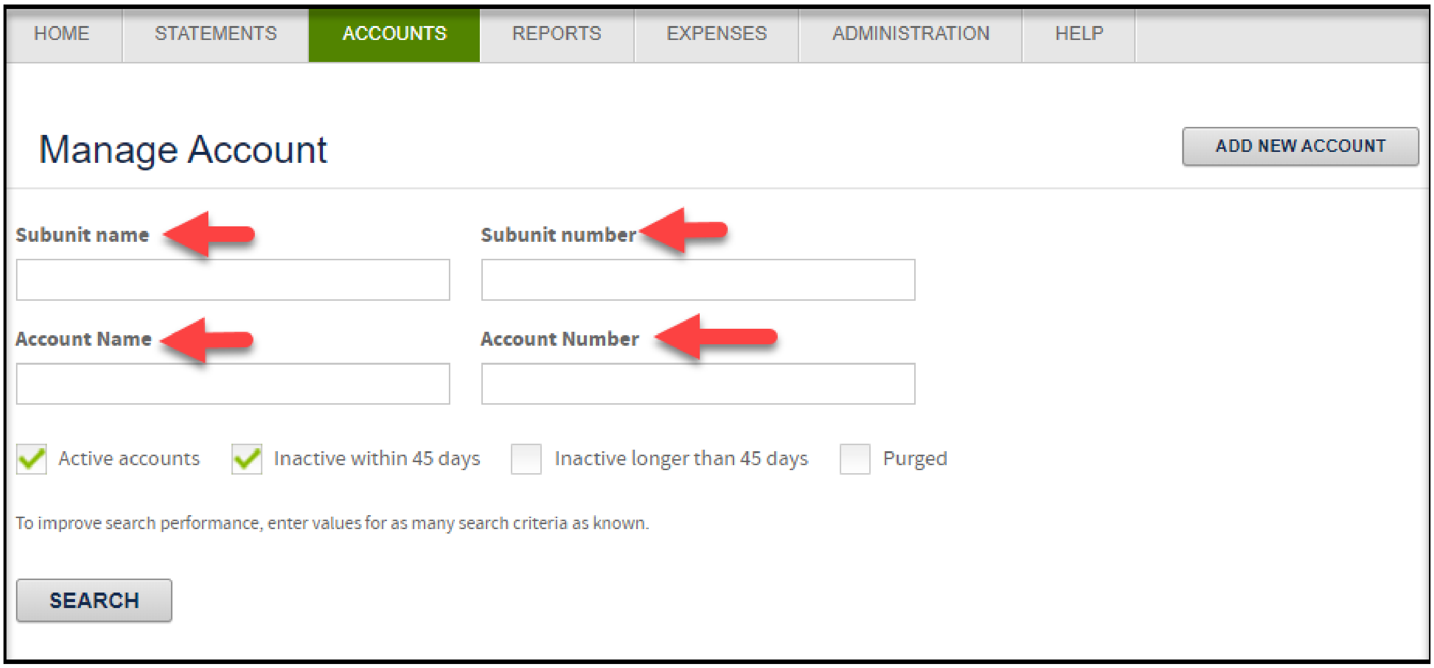
CentreSuite – Quick Reference Guide

Managing Accounts

The following information provides guidance to help Administrators with using the CentreSuite® by TSYS card management platform.

SEARCHING FOR ACCOUNTS

1. Hover over Accounts and select Manage Accounts from the drop-down menu.
2. You may search for an account by Subunit Name, Subunit Number, Account Name or by Account Number, then Click on Search.



Note: To display all accounts, simply click on Search without using the given filters. Only accounts to which you have security access will display. You may export the Account Search Results information, by clicking on the Export All option next to Search Results. After the results are displayed, you may select the SHOW/HIDE COLUMNS option to customize the search results.

3. To manage or view detailed information for any listed Account, click the Details icon (•••).
4. Next, you will be taken to the Account Management screen. There, you may edit the Account information.
   a. For example: Card Limits, Temporary Credit Limits, MCC Groups, Requesting a Replacement Card, Card Deactivation, Card Address, etc. Perform the desired maintanance and click on Submit.

   Note: You will see the options to Add a New User and Add a New Account in the top right of the screen. For instructions on how to perform those functions, please visit regions.com/CentreSuite.

QUESTIONS?

Should you have additional questions or need further assistance, call Regions Commercial Card Client Services at 1-888-934-1087.