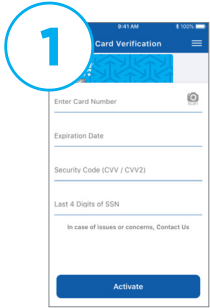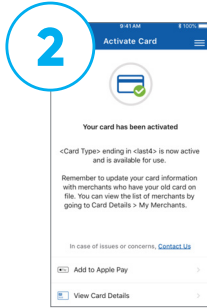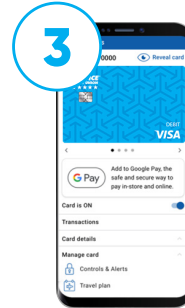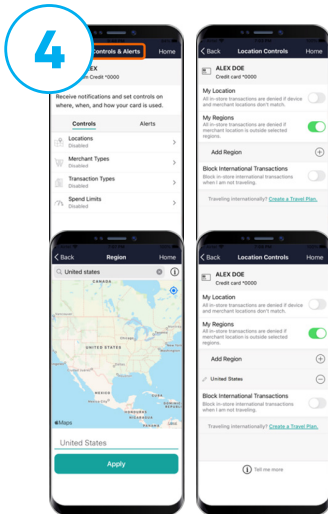# My Cards Set Up Guide

1 You will be prompted to **Enter Card Number, Expiration Date, Security code and Last 4 Digits of SSN**. Once finished, hit **Activate**.

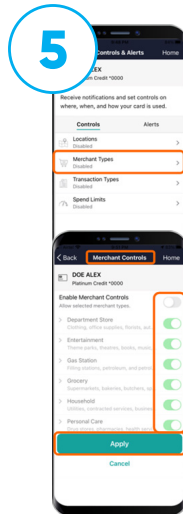**2** A confirmation message will appear

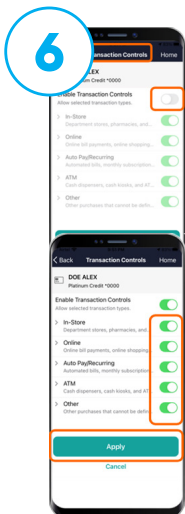**3** Under the Manage Card menu, click on Controls & Alerts

4 **Set Controls by Location**

You can set Location Controls here, including:
- My Location
- My Regions
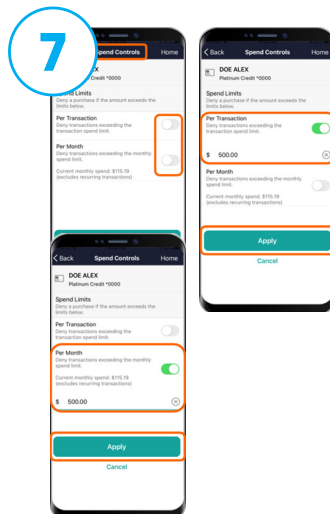- Block International Transactions

5 **Set Merchant Controls**

Use merchant types control to specify the merchant categories for approval of a transaction.

Note: You can save a merchant type to view a description of the kind of business included in that category.

6 **Set Transaction Controls**

Use transaction type control to specify the transaction categories for approval of a transaction.

Note: You can save a transaction type to view a description of the kind of transaction included in that category.

7 **Spend Controls**

Use spend controls to deny purchases that exceed a monthly spend limit.
- Per Transaction will deny transactions over a set amount
- Per Month will deny transactions exceeding a monthly spend limit

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