Business Credit Card System

Initial Log In Instructions

Member FDIC

Rev. 8/2024

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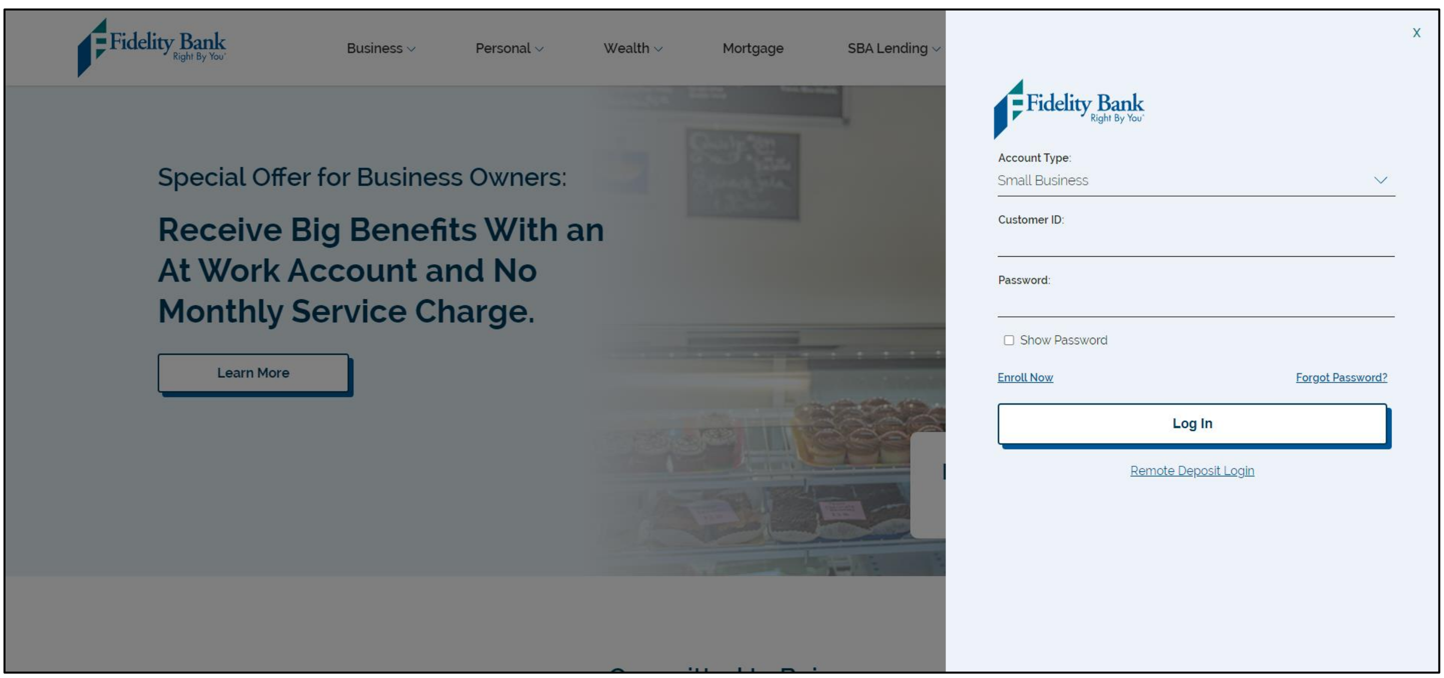
We've invested in an enhanced business credit card system to better serve you. Enjoy a new streamlined, modern appearance and the ability to add cardholders with varying levels of access, analyze spending trends, change credit limits, make approvals, send notifications and invitation links within the system, and more!

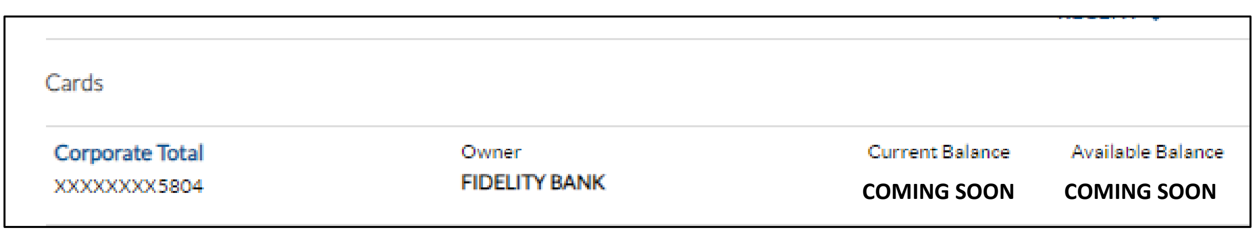
Please use the instructions below when you log in for the first time.

Getting Started

To access and manage your Fidelity Bank business credit card, visit fidelitybanknc.com and log in to Business Advantage or Small Business Online Banking using the same credentials you currently use.

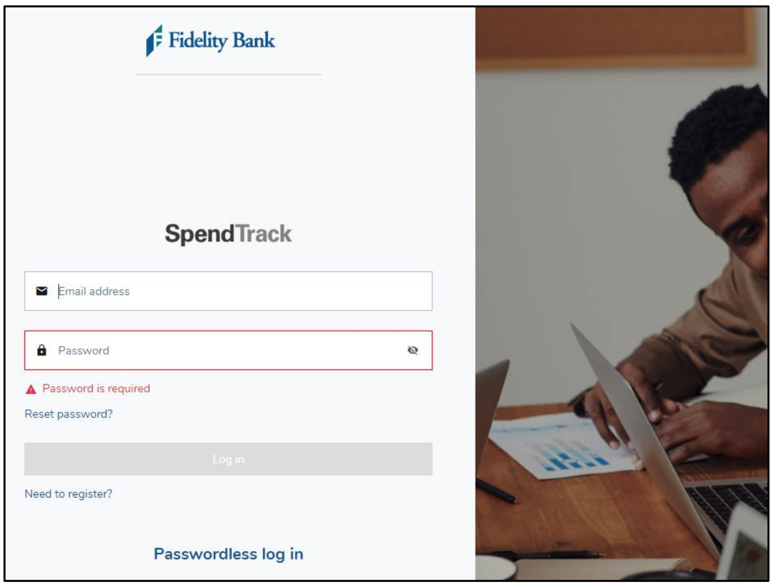


Once logged in, scroll down to the Cards section and click on the credit card number you'd like to view and manage.

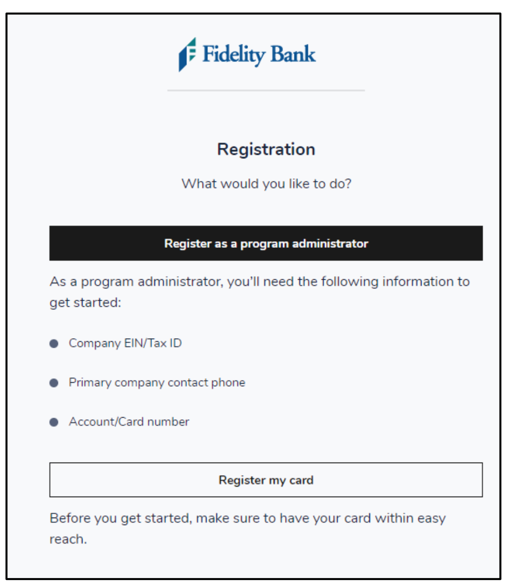


Registering for SpendTrack

After clicking on the card you'd like to view, you will be directed to our SpendTrack system. If you are logging in for the first time, click on Need to register? to get started.

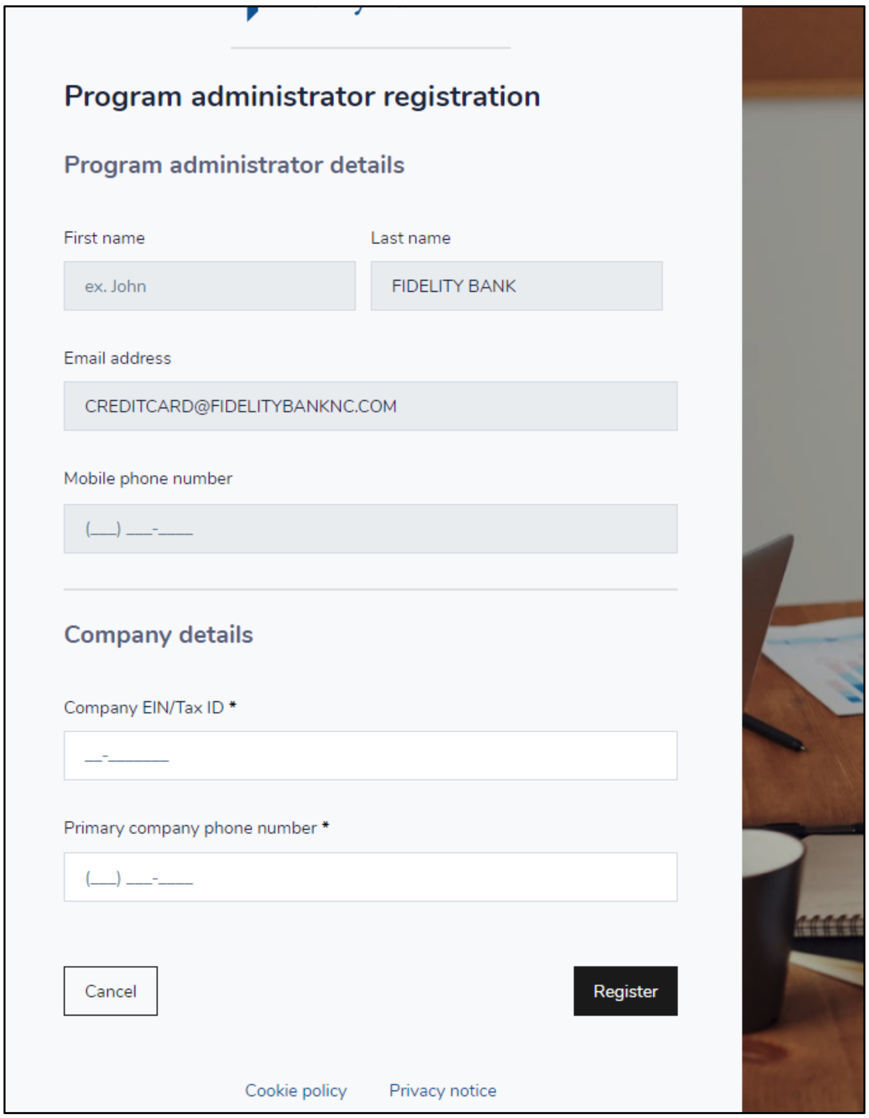


Then click on Register as a program administrator or Register my card based on your needs. A Program Administrator is the person that manages the entire credit card account, sets up users, and controls and monitors employee transactions and limits. All other users should select Register my card.



Enrolling as a Program Administrator

Complete the Program administrator registration form and click Register. You will need your business's Tax ID and primary phone number as well as your credit card number and the security code (CVC/CVV) on the back of your card.



Program administrator registration

Program administrator details

First name: ex. John

Last name: FIDELITY BANK

Email address: CREDITCARD@FIDELITYBANKNC.COM

Mobile phone number: (___) ___-____

Company details

Company EIN/Tax ID *: __-_______

Primary company phone number *: (___) ___-____

Cancel

Register

Cookie policy

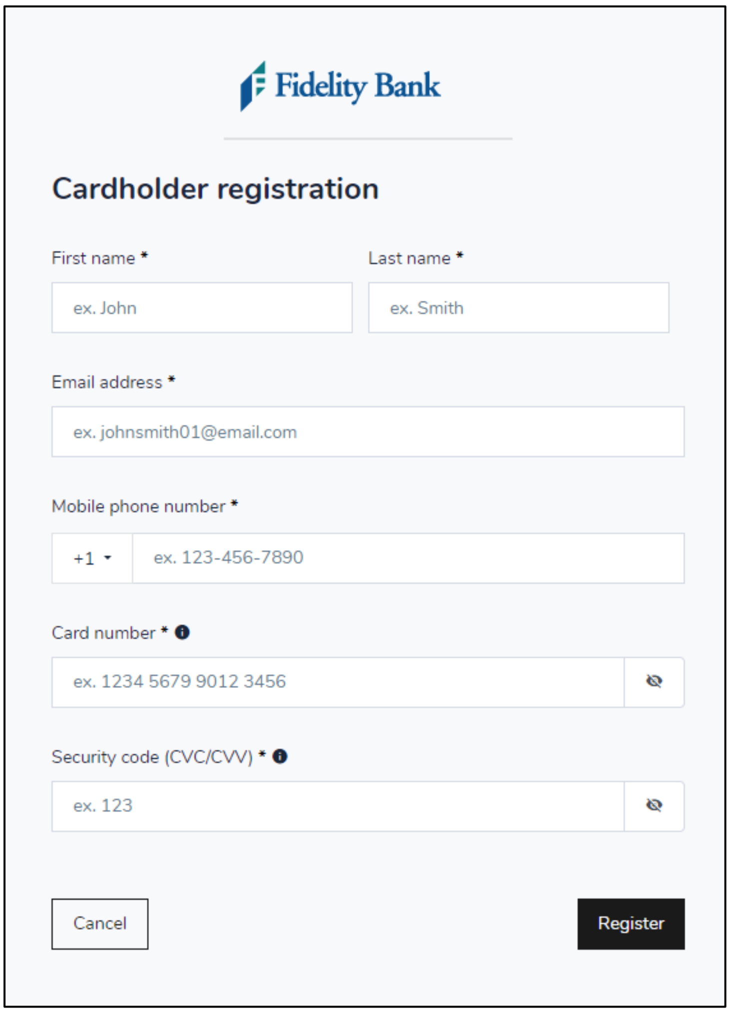
Privacy notice

Then, follow the on-screen prompts to verify your identity, set up a password, and read and accept the terms and conditions to complete your registration.

Once logged in, you will be able to grant SpendTrack access to other cardholders by emailing an invitation link directly from the system.

Enrolling as a User

Complete the cardholder registration form and click Register. You will need your credit card number and the security code (CVC/CVV) on the back of your card.



Then, follow the on-screen prompts to verify your identity, set up a password, and read and accept the terms and conditions to complete your registration.

To learn more about our SpendTrack system, view our demo at [fidelitybanknc.com/cardupgrade.](fidelitybanknc.com/cardupgrade)

Have Additional Questions?

If you have additional questions or have difficulty with this system update, please call our Credit Card department at 1-855-547-1385 and select option five for assistance.