Business Credit Card System
Initial Log In Instructions



Member FDIC Rev. 8/2024

Initial Log In Instructions



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 <u>fidelitybanknc.com</u> and log in to Business Advantage or Small Business Online Banking using the same credentials you currently use.

Fidelity Bank	Business ~	Personal ~	Wealth \sim	Mortgage	SBA Lending ~		Х
Special Offer f	or Business	owners:		ann Geolf a Chuir Staineachtairte		Fidelity Bank Right By You Account Type: Small Business	<u> </u>
Receive Big At Work Ac Monthly Se	g Benefit count ar rvice Ch	s With a d No arge.	an			Customer ID. Password:	
Learn More						Show Password Enroll Now Log II	Forgot Password?
						Remote Depc	usit Login

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

Cards			
Corporate Total	Owner	Current Balance	Available Balance
XXXXXXXX5804	FIDELITY BANK	COMING SOON	COMING SOON

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| 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.

Fidelity Bank		
SpendTrack		
☑ Èmail address		
B Password	ø	
A Password is required		
Reset password?		
		state the
Need to register?		
Passwordless log in		

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.



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| 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.

	watan dai	haila	
Program administ	rator de	talls	
First name		Last name	
ex. John		FIDELITY BANK	
Email address			
CREDITCARD@FIDELI	TYBANKNC.	СОМ	
Mobile phone number			
()			
Company details			
Company EIN/Tax ID *			
			(Beach
Primary company phone r	umber *		
()			
			110010

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.

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| 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.

Cardł	nolder registrati	on	
First nam	e *	Last name *	
ex. Joh	n	ex. Smith	
Email add	lress *		
ex. joh	nsmith01@email.com		
Mobile ph	ione number *		
+1 •	ex. 123-456-7890		
Card num	ber *		
ex. 123	34 5679 9012 3456		Ø
Security c	code (CVC/CVV) * 🖲		
ev 123	3		ø

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 <u>fidelitybanknc.com/cardupgrade</u>.

| 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.