

Ezcard Info for Business Credit Cards

Enrollment

Log onto www.EZCardInfo.com. Click on “Enroll Here”.

After entering your account number you will see this screen. Fill out as instructed below. If you have any questions or need assistance, the customer service number is 1-866-604-0380.

Credit Card Account Number XXXX-XXXX-XXXX-1234

Name of Cardholder
 Enter your name exactly as it appears on your credit card

Last 4 Digits of Phone Number*
 Ex. 1234; If your card is a business or corporate card, enter your business phone

Last 4 Digits of Social Security Number*
 Ex. 1234

First 5 Digits of Zip Code/Postal Code*
 Ex. 12345

Mother's Maiden Name*

Expiration Date*
 MM/YY; Ex. 10/09

Required *

This is your personal name as it appears on your card.

This is your company's last 4 numbers of their Tax ID

This is the zip of your Company's Main Address.

You can enter whatever you want here. This becomes your password when you call in for information on your account.

You will then be taken to the Account Set Up Screen where you create your Username and Password to log in. After you complete that screen, you will click on “Continue”.

The next screen that comes up is the Terms and Conditions. You can print this out. Once you have read it, click on “Agree” if you accept the Terms and Conditions.

The next step is to choose your PassMark Security Image. Click on the one you want and you will be taken to the PassMark Enrollment Screen. You will need to choose 4 Challenge questions and create the answers. Then register the computer as Personal or if it is a public computer, click on Public. Click “Next”.

Your enrollment is Complete! You can click on “Return to Login” and log in.

Linking Accounts

You can link all of your employee's accounts under One User Name for easy access and to make payments on all of your accounts. Once you have logged in, click on "Other Accounts" on the left.

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Account Summary

Pay the easy, safe way

Account Information is current as of Monday, 11/26/13 at 11:26:47 AM ET

Current Account Summary

Click on "Other Accounts" to link to additional credit card accounts.

Then you can click on one of the two options below.

Link Other Accounts

[I have a username and password for the account I'd like to link to this username.](#)

[I don't have a username and password for the account I'd like to link to this username.](#)

If you don't have a username and password already established for the account you wish to link, click on the second option that reads "I don't have a username and password for the account I'd like to link to this username."

Enter the account number for the first card you would like to link. You will then need to enroll that card on the next screen.

Link Account Authentication Credit Card Account Number:#### ####-####-1234 (CNB) **HELP PRINT**

Cardholder: JOHN SMITH

To link this account to your current username, please provide the requested information for the primary cardholder on the account. The primary cardholder is the person whose name appears first on your billing statement.

If there is more than one cardholder on the account, each cardholder may enroll in this service and maintain their own username and password. If you are not the primary cardholder, enter your name (exactly as it appears on your card), the last four digits of your social security number, and the card security code from the back of your card. All other information requested - phone number, ZIP code/postal code, and mother's maiden name must be the information for the primary cardholder on the account.

For more information about the enrollment process, click **HELP**.

Credit Card Account Number

Ex. 1234567890123456; no dashes or spaces

This next screen is the same enrollment screen you had when you first enrolled. Follow the steps on the first page, under “Enrollment” to fill out this screen.

If there is more than one cardholder on the account, each cardholder may enroll in this service and maintain the username and password. If you are not the primary cardholder, enter your name (exactly as it appears on your last four digits of your social security number, and the card security code from the back of your card. All other requested - phone number, ZIP code/postal code, and mother’s maiden name must be the information for the primary cardholder on the account.

For more information about the enrollment process, click **HELP**.

Credit Card Account Number

xxxx-xxxx-xxxx-3000

Name of Cardholder

Enter your name exactly as it appears on your credit card

Last 4 Digits of Phone Number*

Ex. 1234; If your card is a business or corporate card, enter your business phone

Last 4 Digits of Social Security Number*

Ex. 1234

First 5 Digits of Zip Code/Postal Code*

Ex. 12345

Mother’s Maiden Name*

Expiration Date*

MM/YY; Ex. 10/09

AccountNickName

Please Enter a Nickname for the Account

Submit

Cancel

Once complete, this card will be linked to your username. You will get this confirmation page.

Link Account Authentication

Credit Card Account Number:#### #### ####-1234 (CNB)

HELP **PRINT**

Cardholder: JOHN SMITH

[Return to View/Link Accounts](#)

The accounts have been successfully linked.

You can then click on “Return to View/Link Accounts” to link another account if you would like.

You can view and toggle between your linked accounts.

View and Link Accounts

Credit Card Account Number:#### #### ####1234 (CNB)

HELP **PRINT**

Cardholder: JOHN SMITH

To link another account to the username you are currently logged into the site with, select one of the options listed under the Other Accounts list. You will be asked to provide information for the account you would like to link to this account.

To switch to another account you have already linked to this username, select the account number from the list below.

If you want to unlink (delete) an account from this username, select the Unlink option next to the account you wish to unlink.

Linked Accounts

Default	Account Number	Cardholder Name	Nickname	Status		
<input checked="" type="radio"/>	xxxx-xxxx-xxxx-1234	JOHN SMITH	JOHN'S ACCT	Open	Go to	Unlink
<input type="radio"/>	xxxx-xxxx-xxxx-5678	MARY JONES	MARY'S ACCT	Open	Go to	Unlink

Link Other Accounts

[I have a username and password for the account I'd like to link to this username.](#)

[I don't have a username and password for the account I'd like to link to this username.](#)

Making a Payment

Click on “Make a Payment”.

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View and Link Account

To link another account to the the Other Accounts list. You w

To switch to another account y

If you want to unlink (delete) a unlink.

Linked Accounts

Click on Make a Payment on the left.

Then set up your payment account.

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Add Payment Account Credit Card Account Number:#### ####-1234(CNB)
Cardholder: JOHN SMITH

Please provide the requested information about the checking or saving account you wish to set up as a payment account. The Account Nickname is the nam Payment Account drop down list when you make a payment, so be sure to create a nickname that clearly identifies the account.
Payment Account Notice! Please be sure to verify your payment account details before submitting your payment. If necessary, you can setup a

Type of Account:* Checking Savings

Financial Institution Name:*

Name on Account:*

Routing Transit Number:*

Account Number:*

Account Nickname:*

Save Cancel

*Required

Once created, payment accounts are available immediately for payment account selection.

Name on Account

Routing Transit Number Account Number

Select your payment account and enter your payment amount and click “Continue”.

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Make One-Time Payment Credit Card Account Number:#### ####-1234(CNB) **HELP**
Cardholder: JOHN SMITH

Please confirm that the payment information you provided is correct. Payments submitted before 2 p.m. eastern time on a business day will be credited to your account by t following business day.

Payment Account Notice! Please be sure to verify your payment account details before submitting your payment. If necessary, you can setup a new payment
You may not make a payment on an account that does not have a balance or has a credit balance.

Payment Account:

Payment Amount: Minimum Payment Due \$0.00
 Last Statement Balance \$12.00
 Current Account Balance \$0.00
 Other Amount \$

Payment Date:

Payment Memo:

Send payment confirmation to this email address:

Continue

Confirm your payment and click “Submit”. You will get a confirmation and you are finished making a payment. Repeat on all accounts you would like to make payments on.