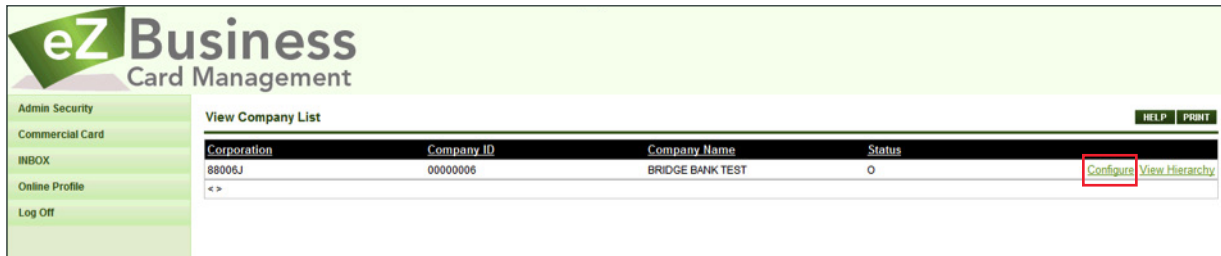


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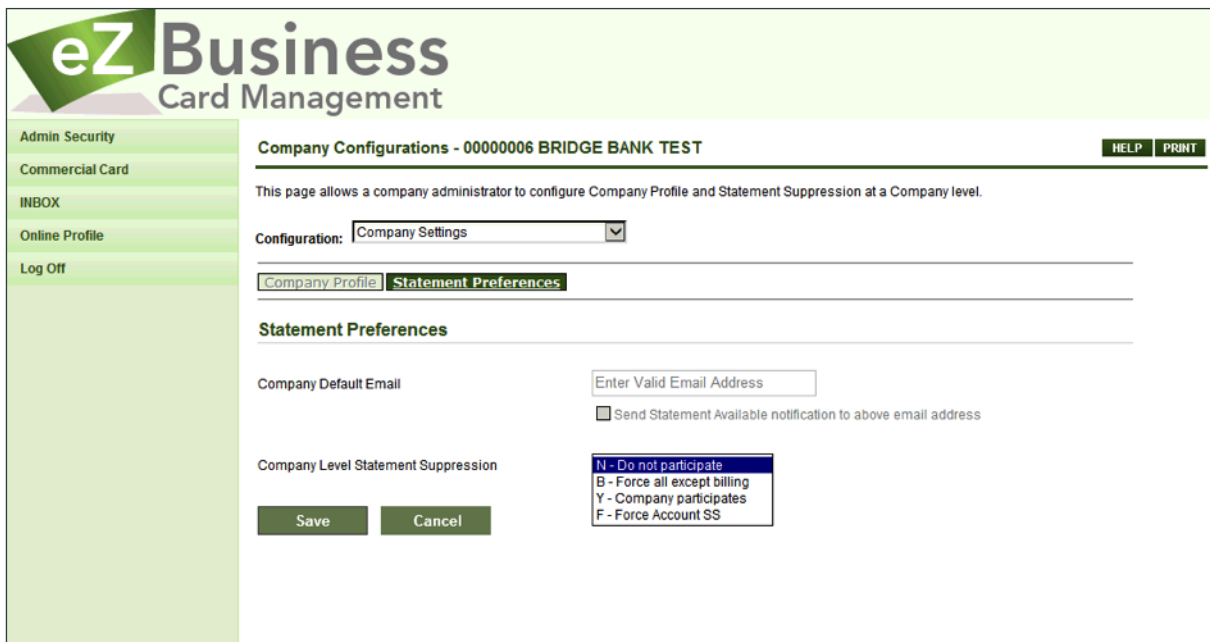
Paper Statement Suppression setup in eZBusiness Card Management

When a user with the “Company Admin – Full” (security role) logs in to eZBusiness, they will see a link to “Configure.”



To set up or modify statement preferences, click on the Configure link.

At the Company Configurations screen, the Statement Preferences tab should be already highlighted.



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Paper Statement Suppression setup in eZBusiness Card Management

In the *Statement Preferences* Tab, select the appropriate statement suppression options based on the company's preferences, from the choices in the drop down box, and click save. The details are as follows:

N – Do not participate – The company does not want to participate in statement suppression. The cardholder does not see the suppress paper option in eZCardInfo.

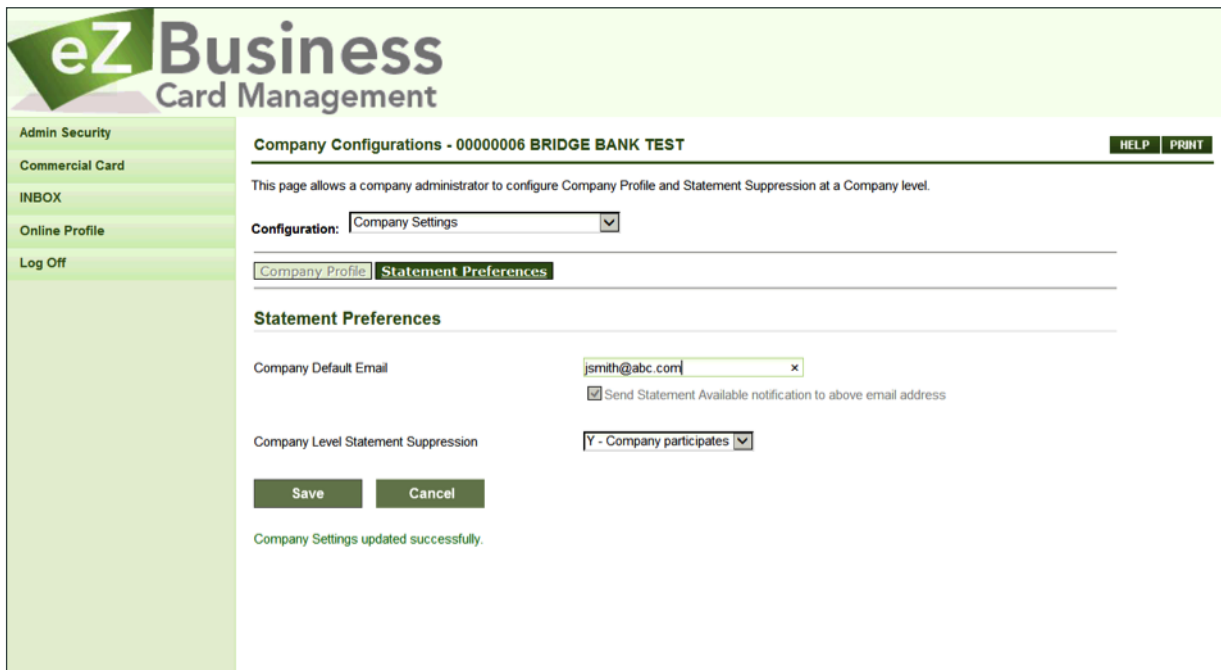
Y – Company participates – Allows company cardholders to suppress their statement or not. To select their preference, cardholders go into eZCardInfo under the Statement Delivery Options. Electronic statements are available for enrolled cardholders. The system updates the account level Statement Delivery indicator after the cardholder accepts the PSS Disclosure and validates their e-mail address. For this option, a valid company email address is required to allow delivery of statement available notifications.

B – Force all except billing – For companies on Centralized Billing, forces all company accounts to have paper statements suppressed except for the Billing Account which will still have a paper statement sent to the statement address. Electronic statements are available for enrolled cardholders. The system updates the account level Statement Delivery indicator regardless of the cardholder's enrollment in eZCardInfo or acceptance of the Paper Statement Suppression disclosure.

F – Force Account SS – Forces all company accounts to have paper statements suppressed. Electronic statements are available for enrolled cardholders. The system updates the account level Statement Delivery indicator regardless of the cardholder's enrollment in eZCardInfo or acceptance of the Paper Statement Suppression disclosure.

After clicking Save, a confirmation screen should appear (not shown).

If the company is participating in statement suppression, they will need to enter an email address to receive notification when new statements are available.

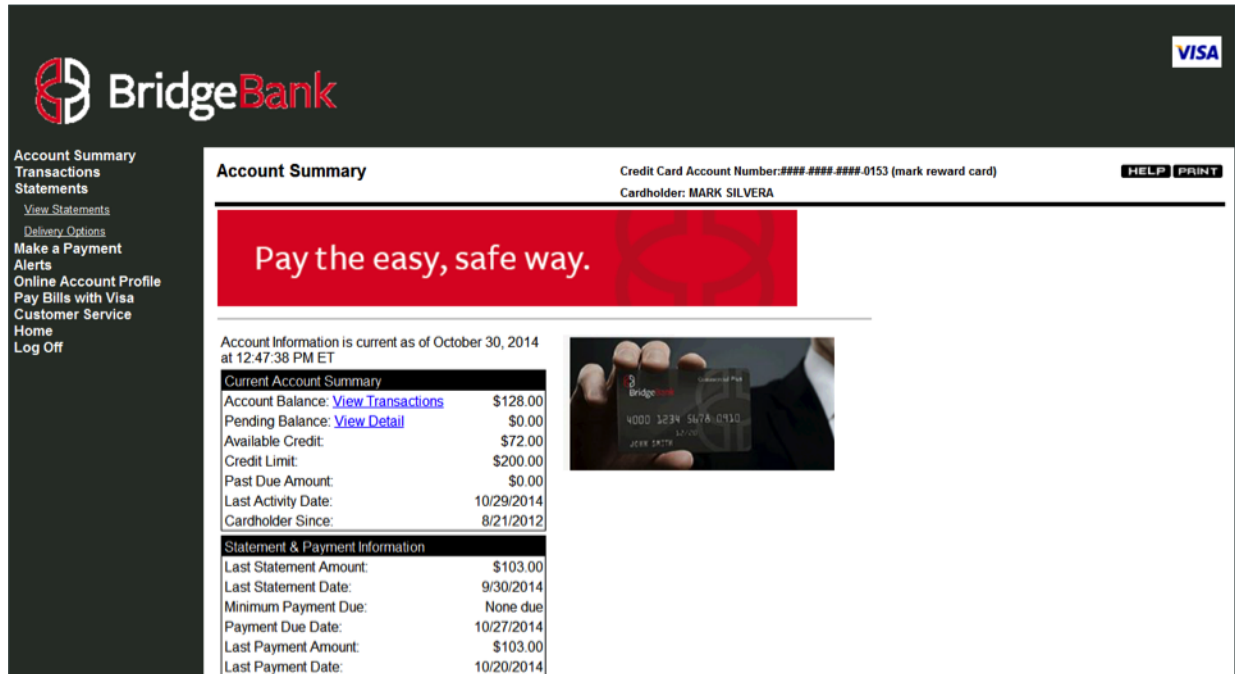


The screenshot displays the 'eZ Business Card Management' interface. On the left is a navigation menu with options: Admin Security, Commercial Card, INBOX, Online Profile, and Log Off. The main content area is titled 'Company Configurations - 00000006 BRIDGE BANK TEST' and includes 'HELP' and 'PRINT' buttons. Below the title, a message states: 'This page allows a company administrator to configure Company Profile and Statement Suppression at a Company level.' The 'Configuration:' dropdown is set to 'Company Settings'. There are two tabs: 'Company Profile' and 'Statement Preferences', with the latter being active. Under 'Statement Preferences', the 'Company Default Email' field contains 'jsmith@abc.com' and has a 'Send Statement Available notification to above email address' checkbox checked. The 'Company Level Statement Suppression' dropdown is set to 'Y - Company participates'. At the bottom, there are 'Save' and 'Cancel' buttons, and a confirmation message: 'Company Settings updated successfully.'

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Paper Statement Suppression setup in eZBusiness Card Management

If Option “Y” was selected, the **cardholder** may log in to eZCardInfo, and click on the “Statements” menu link, then “Delivery Options”

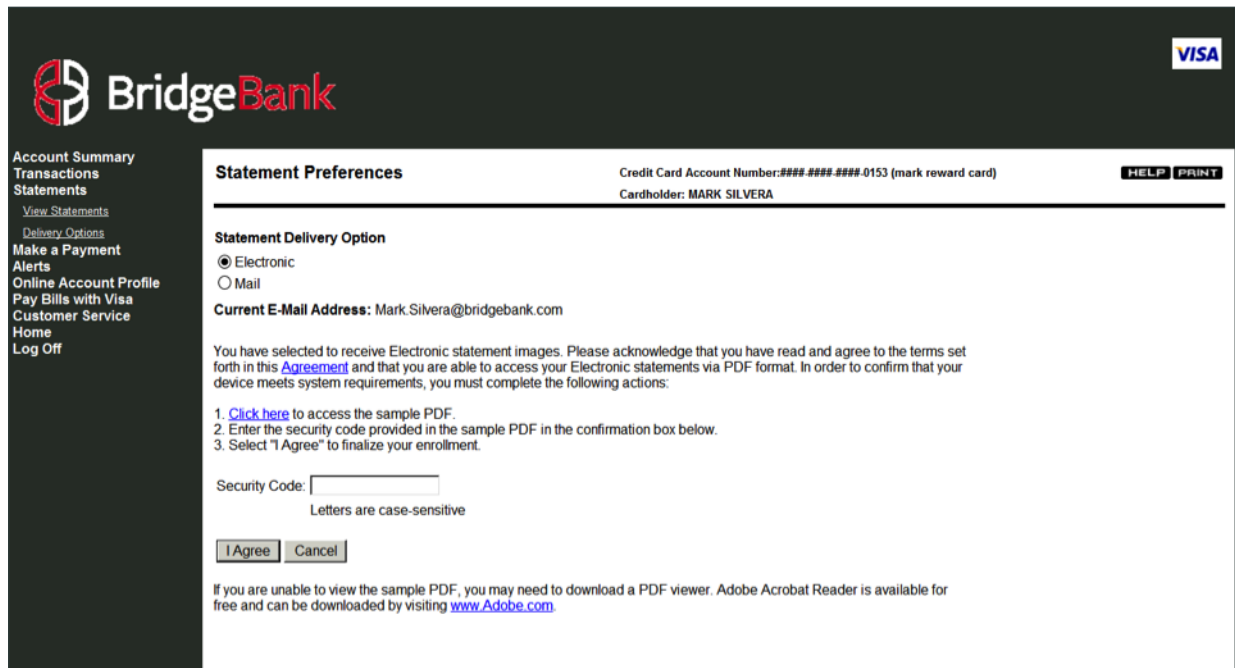


The screenshot shows the BridgeBank Account Summary page. The page header includes the BridgeBank logo and a VISA logo. The account information is as of October 30, 2014, at 12:47:38 PM ET. The cardholder is MARK SILVERA. The page is divided into two main sections: Current Account Summary and Statement & Payment Information. A red banner at the top of the main content area reads "Pay the easy, safe way." with a Visa logo.

Current Account Summary	
Account Balance:	View Transactions \$128.00
Pending Balance:	View Detail \$0.00
Available Credit:	\$72.00
Credit Limit:	\$200.00
Past Due Amount:	\$0.00
Last Activity Date:	10/29/2014
Cardholder Since:	8/21/2012

Statement & Payment Information	
Last Statement Amount:	\$103.00
Last Statement Date:	9/30/2014
Minimum Payment Due:	None due
Payment Due Date:	10/27/2014
Last Payment Amount:	\$103.00
Last Payment Date:	10/20/2014

On the Statement Preferences screen, when the cardholder clicks the “Electronic” radio button, they are presented the following screen.



The screenshot shows the BridgeBank Statement Preferences page. The page header includes the BridgeBank logo and a VISA logo. The account information is the same as in the previous screenshot. The page is titled "Statement Preferences" and shows the "Statement Delivery Option" section with the "Electronic" radio button selected. Below this, there is a section for "Current E-Mail Address" and a confirmation message. A security code field is present, and there are "I Agree" and "Cancel" buttons. A note at the bottom mentions that a PDF viewer is required to view the sample PDF.

Statement Delivery Option

Electronic
 Mail

Current E-Mail Address: Mark.Silvera@bridgebank.com

You have selected to receive Electronic statement images. Please acknowledge that you have read and agree to the terms set forth in this [Agreement](#) and that you are able to access your Electronic statements via PDF format. In order to confirm that your device meets system requirements, you must complete the following actions:

1. [Click here](#) to access the sample PDF.
2. Enter the security code provided in the sample PDF in the confirmation box below.
3. Select "I Agree" to finalize your enrollment.

Security Code:
Letters are case-sensitive

If you are unable to view the sample PDF, you may need to download a PDF viewer. Adobe Acrobat Reader is available for free and can be downloaded by visiting www.Adobe.com

COMMERCIAL CARD

Paper Statement Suppression setup in eZBusiness Card Management

The cardholder should open and read the agreement, open the sample pdf to obtain a security code, then enter the code in the box indicated – the code is case sensitive – and click “I agree.” The following success screen should be displayed.

