

Commercial Credit Card Administration Authorization (eZBusiness Card Management)

Two types of Company access are available.

View Only Access allows the Company Administrator to perform the following:

- View all company cardholder's balances and credit limits
- View transactions on any company credit card
- Download transactions on any company credit card or for all the company cardholders
- View online statements on any company credit card
- Pay your company bill online

Enhanced Access will provide the Company Administrator with the following additional capabilities:

- Increase the credit limit for a cardholder (real time - within the company's overall credit limit).
- Reduce the credit limit for a cardholder (real time)
- Close an existing credit card

Establishing Online Access for your Company requires two business days to update system settings, and also involves an authentication process. A user ID and initial password will then be forwarded in two separate emails to the designated administrator.

Company On-Line Access Request Form:

Business Name _____

Administrator First Name _____

Administrator Last Name _____

Mailing Address _____

City _____ **State** _____ **Zip Code** _____

Business Phone _____

Administrator Email Address _____

I request that National Exchange Bank and Trust establish online access for my Company's Commercial Credit Card relationship. If I am requesting Enhanced Access, then I agree to accept full liability for any credit limit changes made using this service.

Signature _____ **Date** _____

(Signer *must* be on the original Credit Card Application)

All fields are required

Return completed form to National Exchange Bank and Trust Credit Card Department

Company ID:	Completed By:	Date Completed:	(Bank Use Only)
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