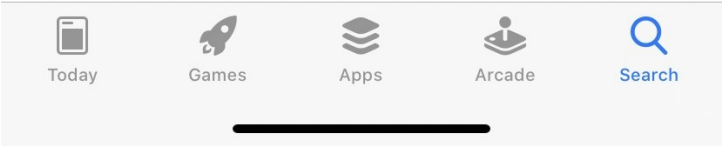
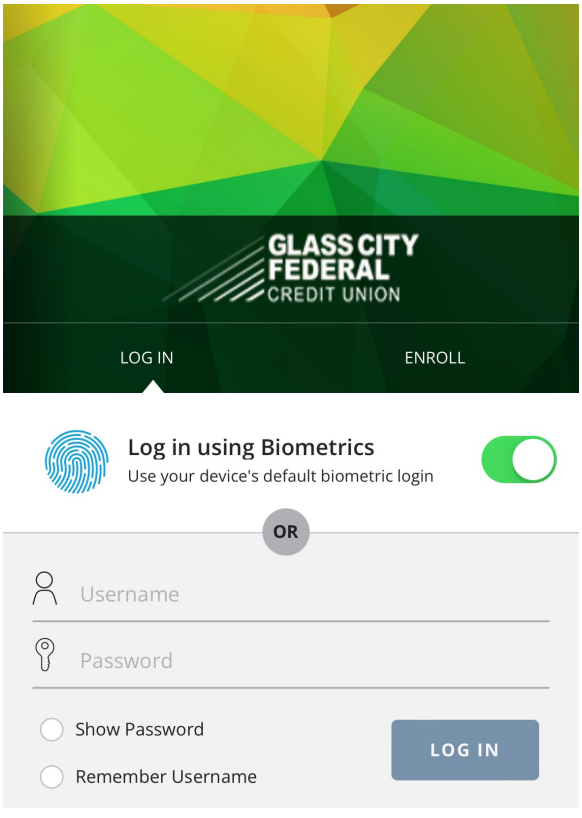
Glass City Card Controls Registration & Usage Instructions

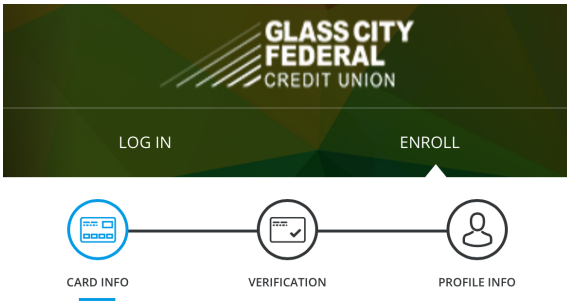
Listed below are registration and usage instructions for the **Glass City Card Controls** mobile app for Glass City FCU debit and credit cards.

This app is available for Apple's iPhone and Android smartphones. You can find the app in the Apple iTunes App Store or Google Play Store by searching for **Glass City Card Controls.** Or you may visit the Visa Credit Card or Visa Debit Card page at *glasscityfcu.com* to find direct links to the mobile app specific to your device.



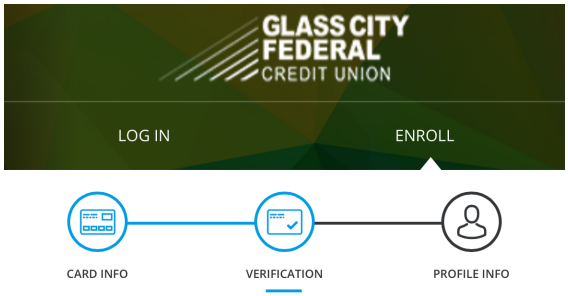
Glass City Card Controls Enroll/Login Screen:
Once the Glass City Card Controls app is downloaded on your mobile phone app store, launch the app on your phone and this enrollment/ log in screen will appear. Tap **"Enroll"** to start your registration





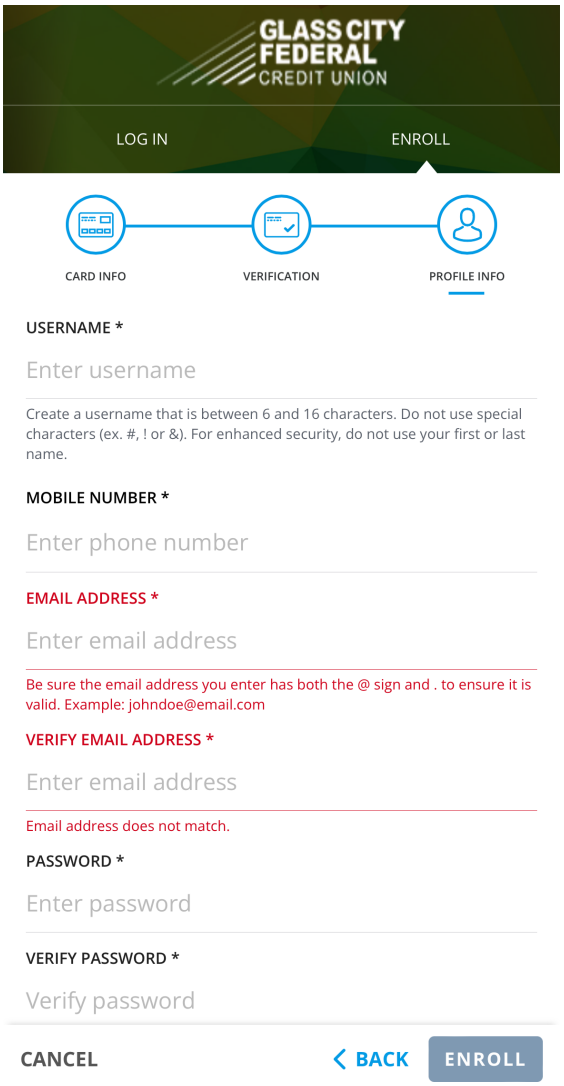
After tapping **"Enroll"**, you will be prompted to:

- Enter your card number
- Enter your first name
- Enter your last name
- Enter your email address
- Tap **"Next"** in the bottom right corner of the screen



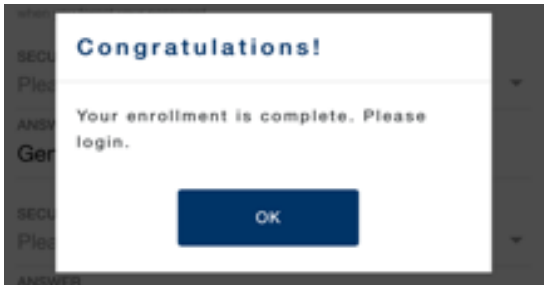
The "Verification" Screen then appears and you will be instructed to:

- Enter your card's 3 digit CVV code
- Enter your zip code
- Enter the last 4 digits of the primary cardholder's social security number
- Enter the primary cardholder's date of birth
- Tap **"Next"** in the bottom right corner



The “Profile Info” Screen then appears and you will be prompted to:

- Create a Username
- Enter your Mobile Phone Number
- Type and verify your email address
- Create and verify a Password
- Tap **“Enroll”** in the bottom right corner

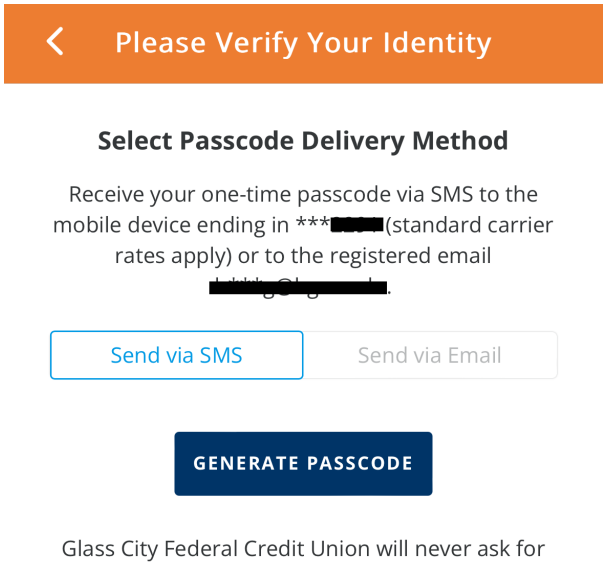


You will then receive an "enrollment is complete/please login" message.

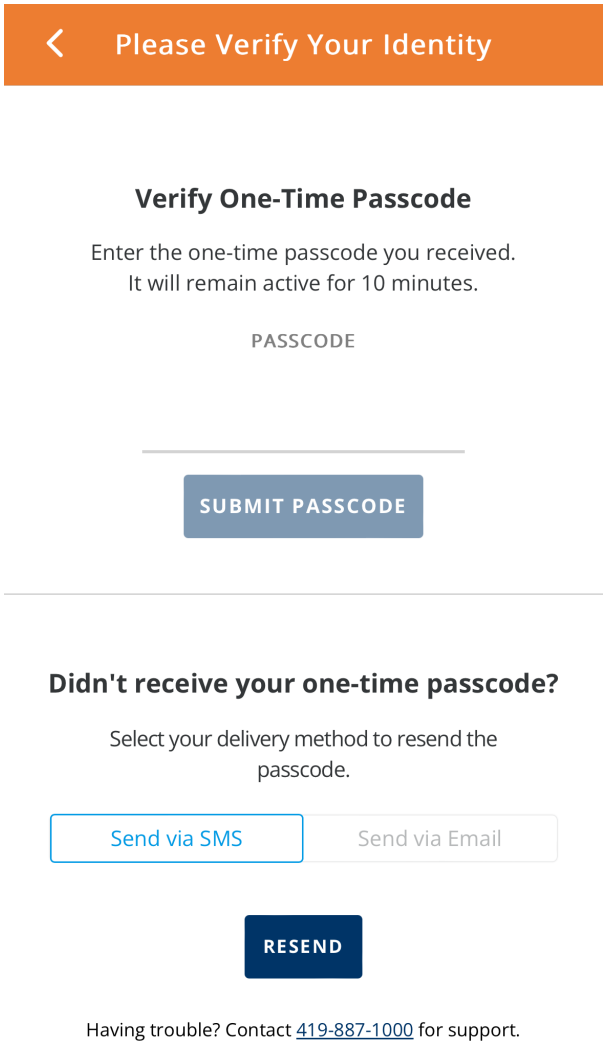
- Tap the "**OK**" button

You will then be required to verify your identity:

- Select Send visa SMS or Send via Email
- Tap **“Generate Passcode”**

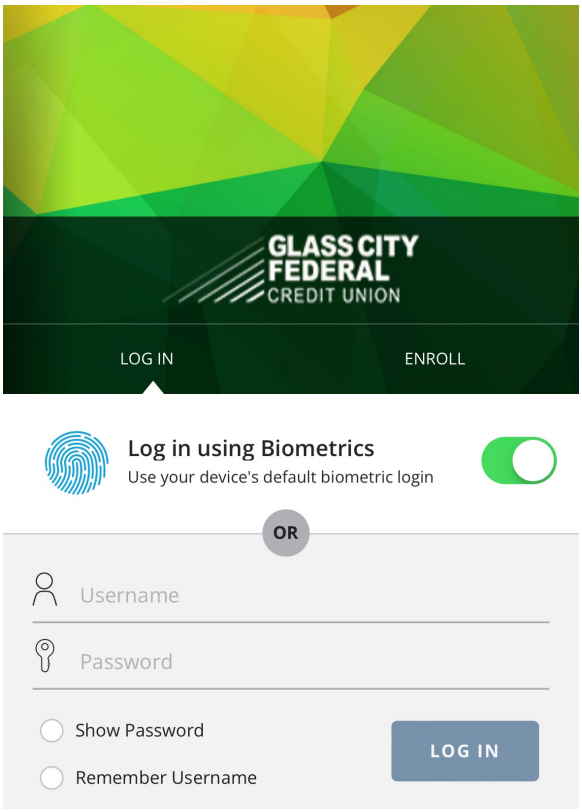


- Enter passcode
- Tap **“Submit Passcode”**



You will then be taken to the “Login” Screen:

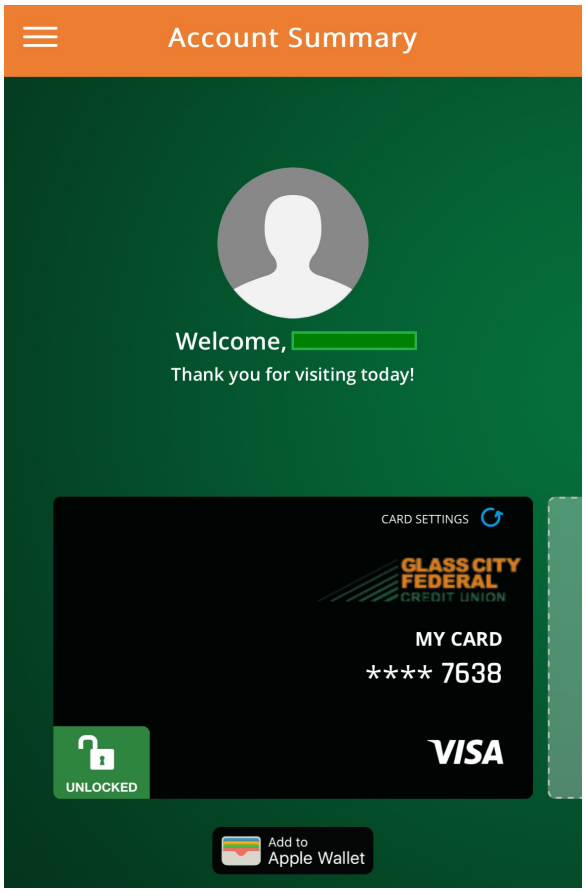
- Enter Username and Password
- Check the “Remember me” box to save your Username for future logins



“Login/Account Summary” Screen:

Upon each login, the “Account Summary” Screen appears showing your card:

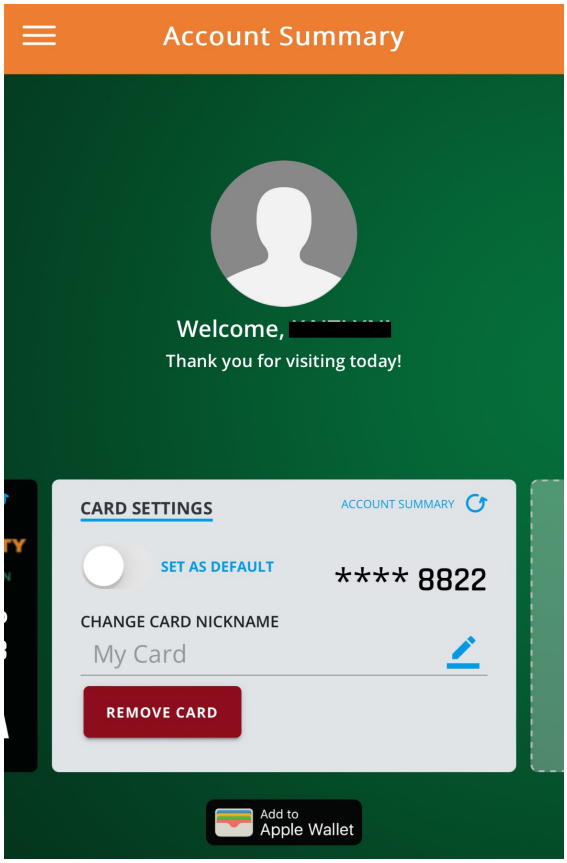
- Tap anywhere in the black area of the card image to be taken to the “Transactions” page
- Tap **“Card Settings”** to access the “Card Settings” Screen
- This screen shows if the card is unlocked or locked. You can lock or unlock a card with one single touch by tapping this button. The app default is for each registered card to be unlocked and green; upon locking, the button will become red to indicate that the card is locked.

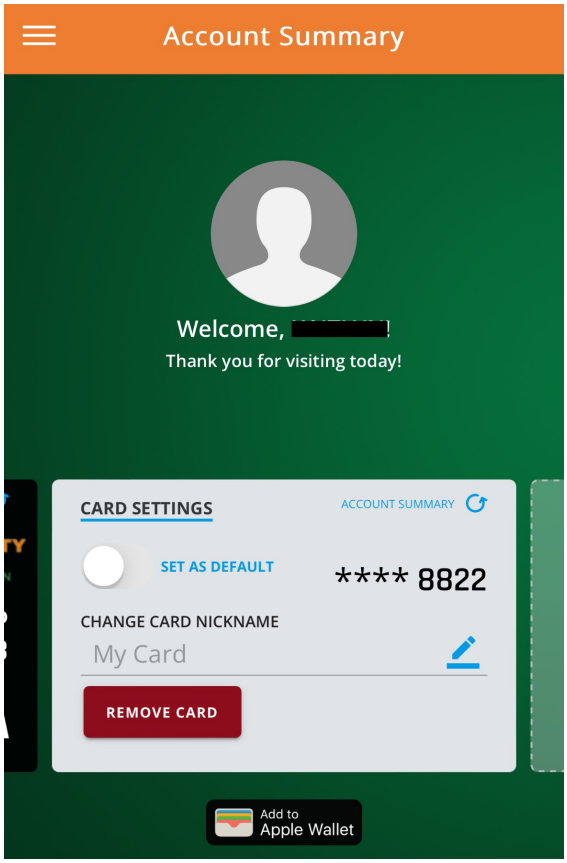


"Card Settings" Screen:

At this screen, you may:

- Add/change a nickname for this card
- Remove this card from the app
- ***Please note:*** *the first card appearing in the "Account Summary" screen is the default card*

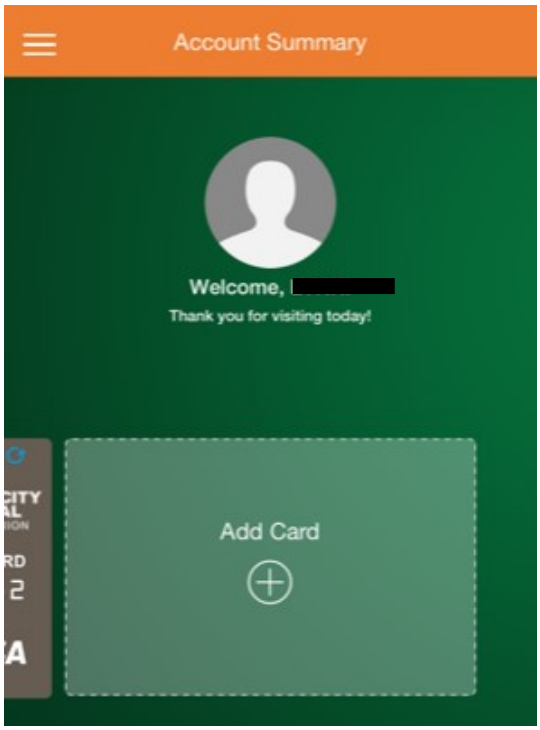




If you go into the "Card Settings" screen on a second card or any thereafter, it can be made the default card by enabling this setting, which will move this card to first position in the app

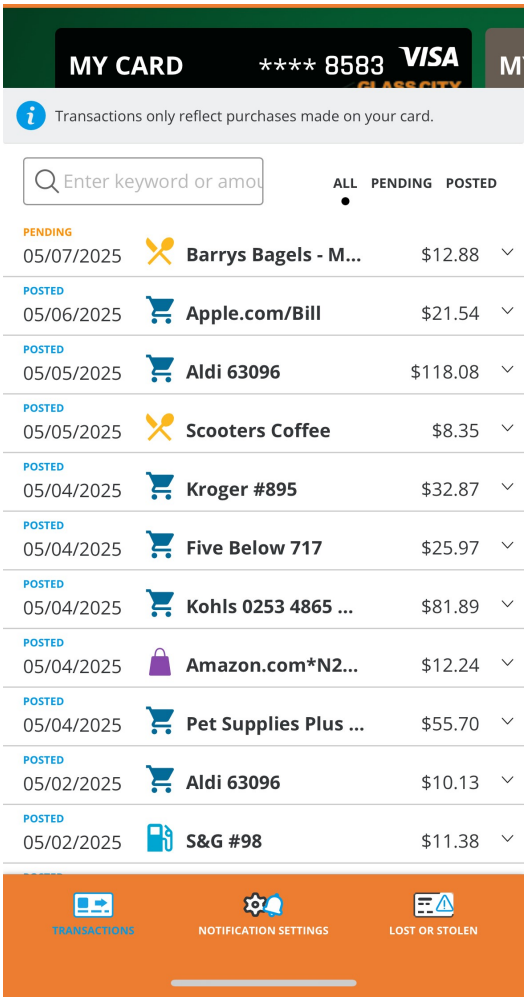
"Account Summary" Screen

- By swiping to the left, you will see:
    - "Add Card" image
- By tapping on the **"Add Card"** image, you will be prompted to add new card information



"Transactions" Screen for Debit Cards:

- Purchases from the debit card are listed; the default is to show "All" transactions, with most recent listed first
- You may also choose to view "Pending" transactions or "Posted" transactions
- You can also search by keyword (merchant name) or amount



Other functions on the "Transactions" page (bottom footer) will take you to these specific screens:

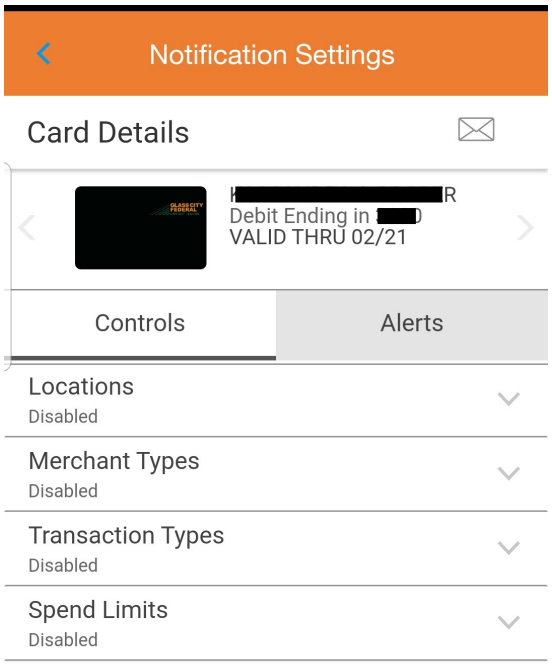
- Notification Settings
- Lost or Stolen

"Notification Settings" Screen for Debit & Credit Cards:

- By selecting the **"Controls"** tab, you can set/enable controls to block various types of purchases/transactions; you can then disable controls to unblock purchases for these transaction types if preferred

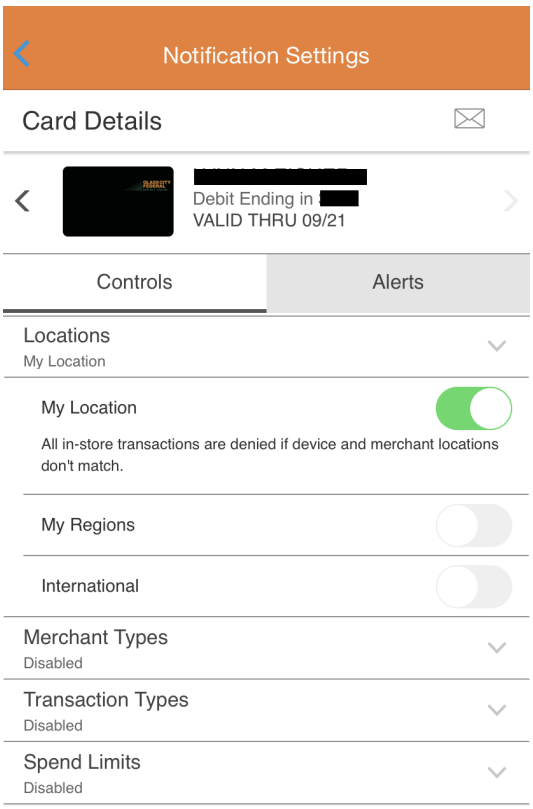
- If you have multiple cards registered, please verify settings are for the correct card by reviewing this section. Toggle arrows may be used to select the card of your choice.

- ***Please note:*** *Transactions may be denied based on controls you have enabled. If a transaction is denied, review your control selections and disable if needed.*



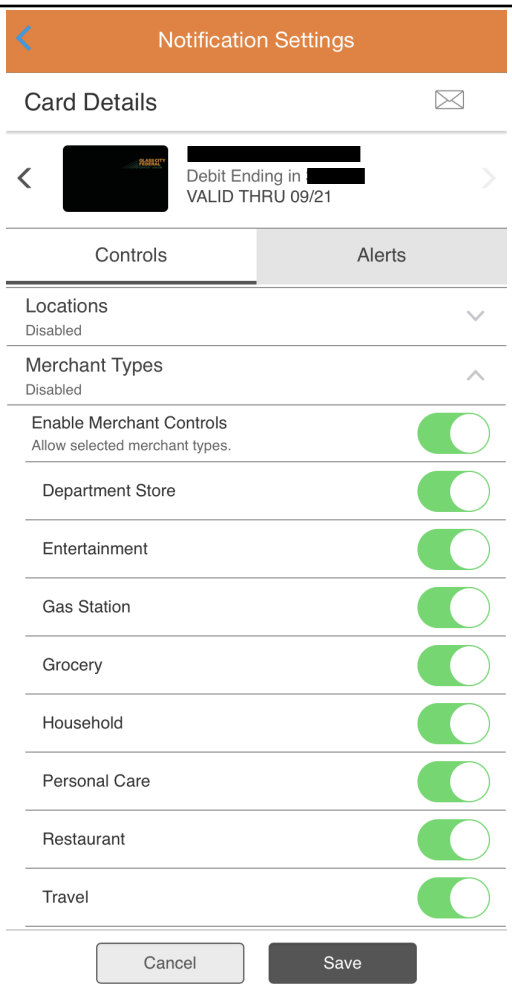
- Tap "**Locations**"/ **"My Location"** and controls can be enabled to block personally selected regions and/or International purchases

- "My Location" controls can be enabled to block personally selected regions and/or international purchases. ***Please note:*** *All in-store transactions will be denied if device (mobile phone) and merchant locations do not match. If a transaction is denied due to your "Locations" settings, disable as needed.*



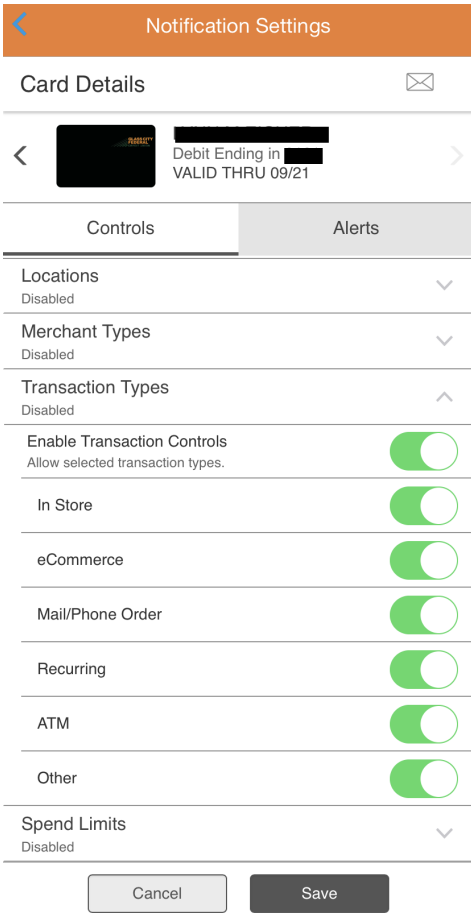
"Notification Settings" Screen for Debit & Credit Cards:

- Tap "**Merchant Types**" and controls can be enabled to block purchases for a variety of merchants as listed



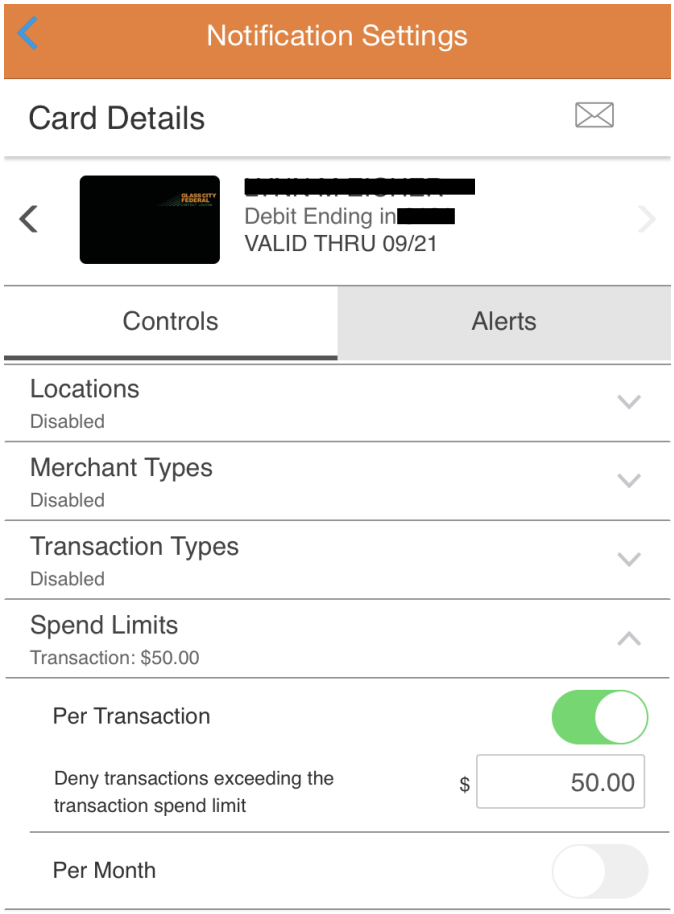
"Notification Settings" Screen for Debit & Credit Cards:

- Tap "**Transaction Types**" and controls can be enabled to block purchases for a variety of transaction types as listed



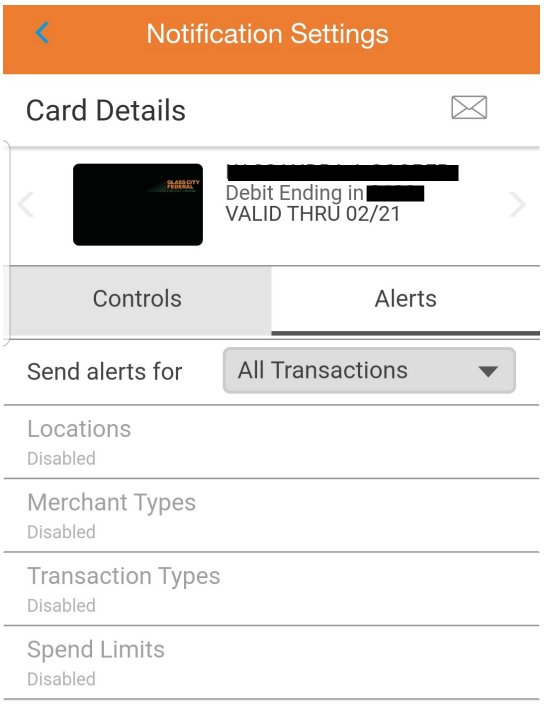
"Notification Settings" Screen for Debit & Credit Cards:

- Tap "**Spend Limits**" and controls can be enabled to block purchases that exceed a specific spend limit/dollar amount per transaction or per month

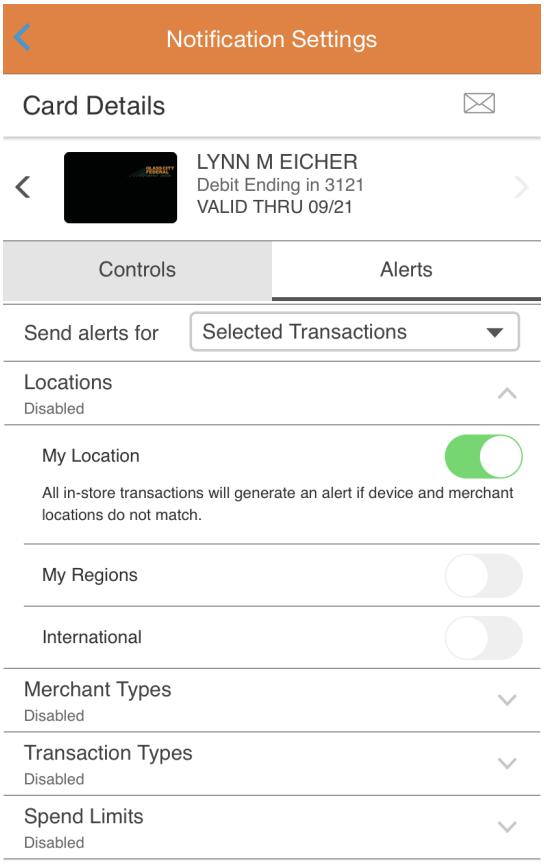


"Notification Settings" Screen for Debit & Credit Cards:

- By selecting the "**Alerts**" tab, you can set/enable Alerts
  - You will receive automatic alerts if they do not change the default "All Transactions" setting
- You can set Alerts for specific transactions by tapping **"Alerts"** and the "All Transactions" drop down bar. At the bottom of the screen, scroll down and choose **"Selected Transactions."**
- If you have multiple cards registered, please verify settings are for the correct card by reviewing this section. Toggle arrows may be used to select the card of your choice.

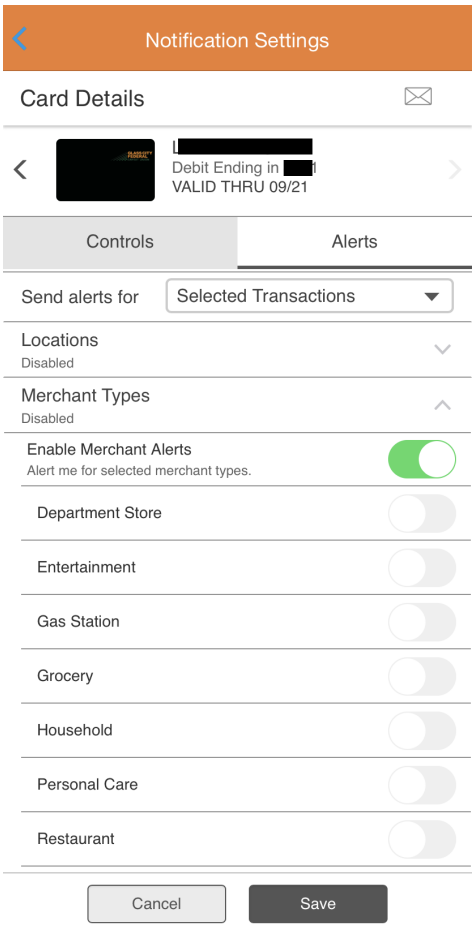


- Once "Selected Transaction" is showing on the drop down bar, the various functions can be enabled.
  - Tap "**Locations**" and **"My Location"** alerts can be enabled for personally selected regions or for International purchases



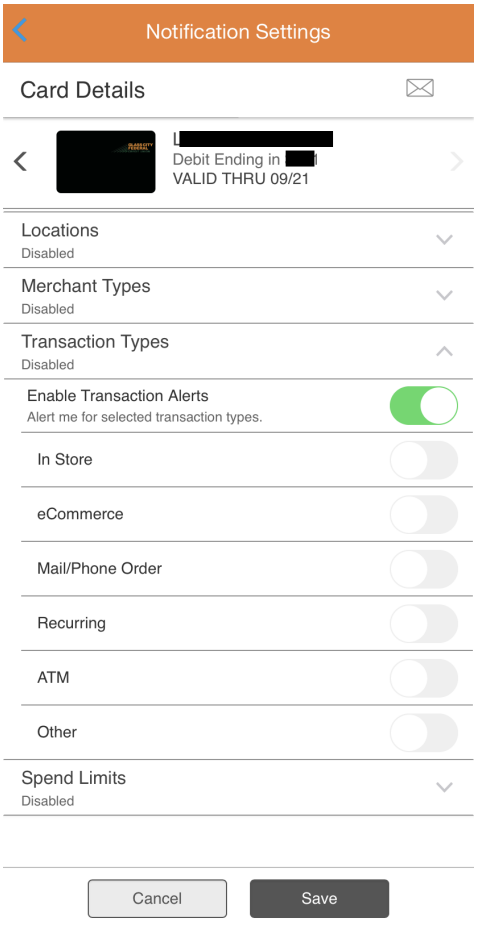
"Notification Settings" Screen for Debit & Credit Cards:

- Tap "**Merchant Types"** and alerts can be enabled for a variety of merchants as listed



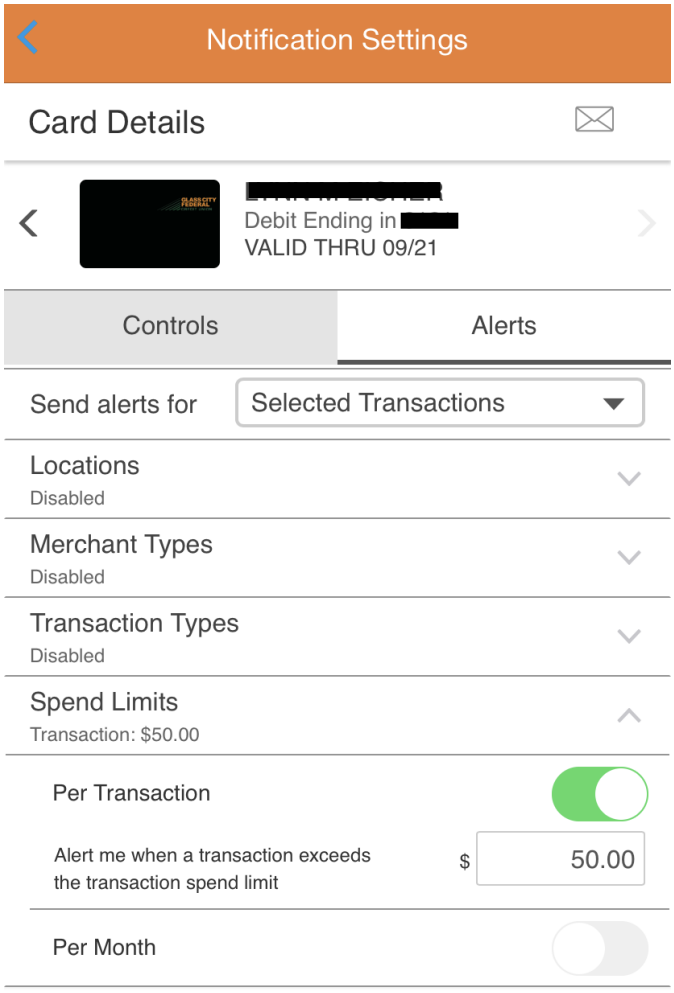
"Notification Settings" Screen for Debit & Credit Cards:

- Tap "**Transaction Types"** and alerts can be enabled for a variety of transaction types as listed



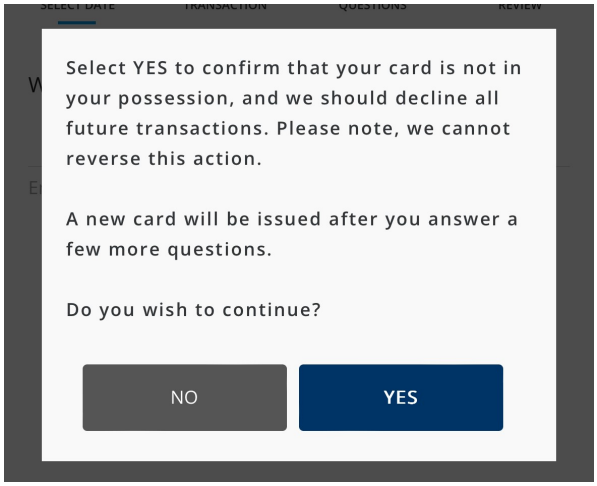
"Notification Settings" Screen for Debit & Credit Cards:

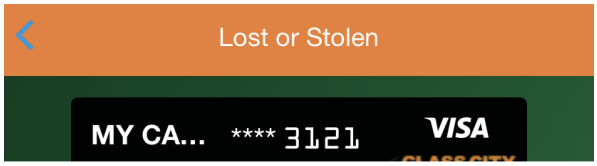
- Tap "**Spend Limits**" and alerts can be enabled for specific spend limits: set dollar amounts per transaction or per month



"Lost or Stolen" Screen for Debit & Credit Cards:

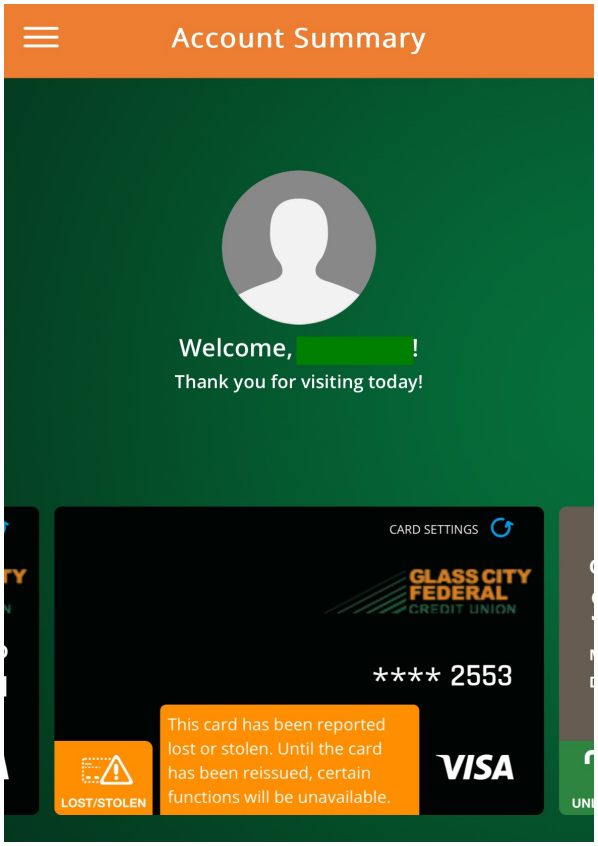
- Select “Yes” or “No” to the prompted pop-up message





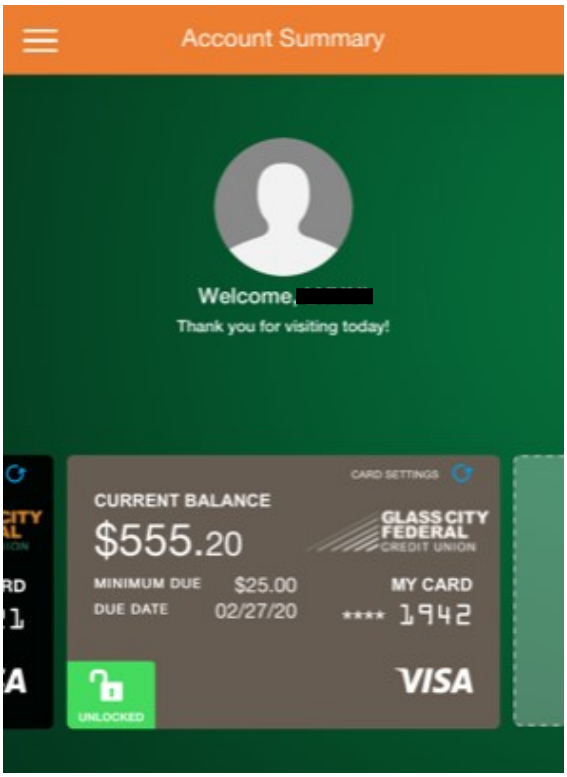
- Select date when the card went missing and follow the prompts to complete other transactions/card activity information

- The “Account Summary” screen will now show the card as lost/stolen



Account Summary Screen for a Glass City FCU Credit Card

- Tap on the Glass City credit card image and you'll be taken to the "Transactions" screen

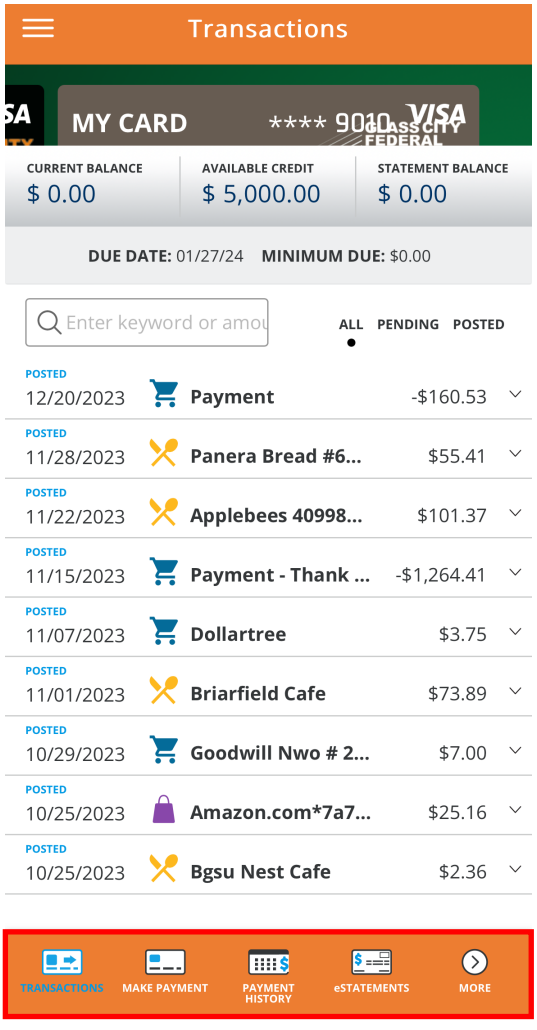


"Transactions" Screen for Credit Cards:

- Purchases from the credit card are listed here; the default is to show "All" transactions, with most recent first
- You may also choose to view "Pending" transactions or "Posted" transactions
- You can also search by keyword (merchant name) or amount
- You can also see:
  - Current Balance
  - Available Credit
  - Statement Balance
  - Payment Due Date
  - Minimum Payment Due

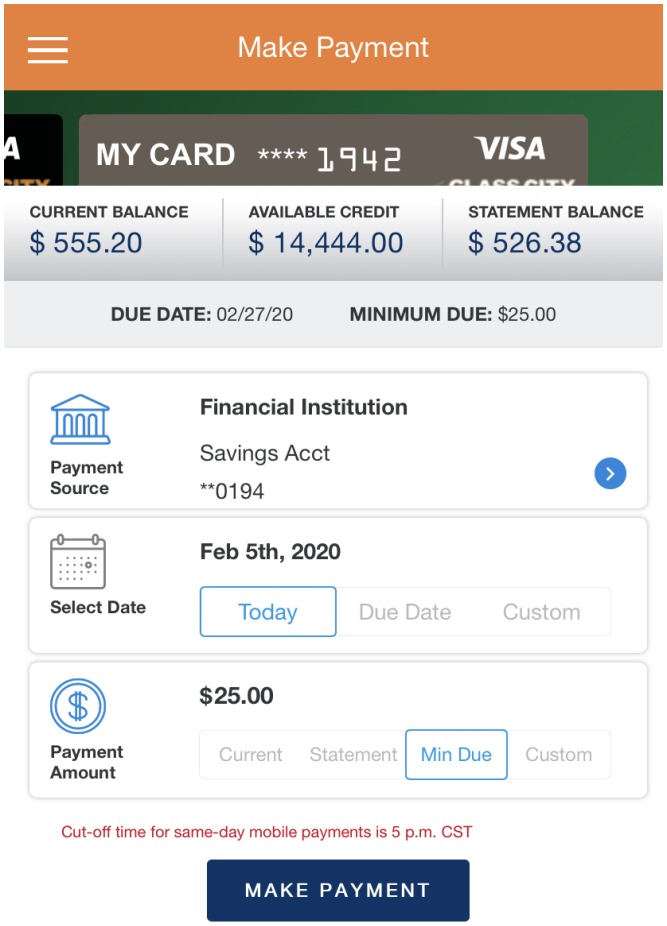
Other functions on the "Transactions" page (bottom footer):

- Make Payment
- Payment History
- eStatements
- More: Notification Settings
  Lost or Stolen



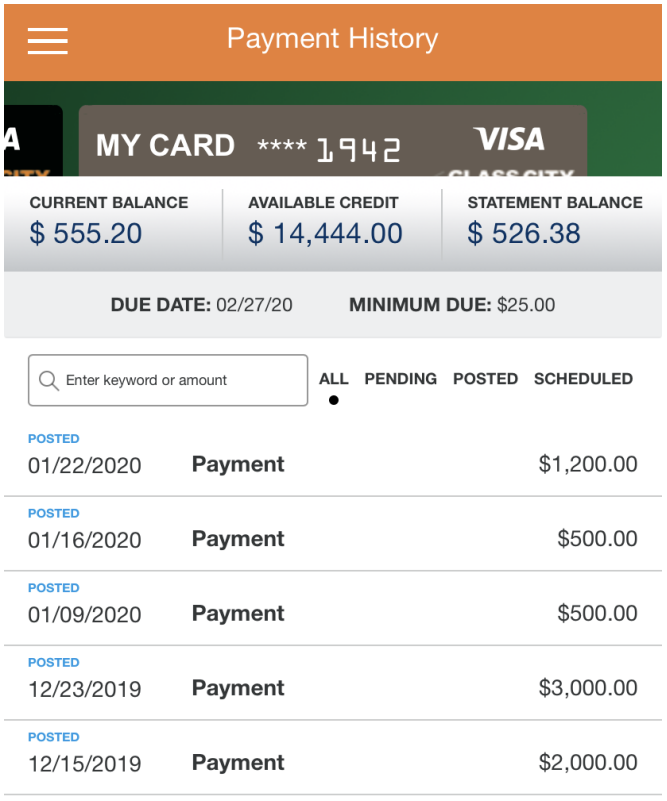
"Make Payment" Screen for Credit Cards:

- Payment Source: By tapping on the arrow, you can enter the routing number and account number for one or more financial institutions to make future payments
- Select the date and payment amount
- Tap the **"Make Payment"** button



Please Note:

- *This method of payment should only be used for payments from an institution other than Glass City FCU*
- *For payments using funds in a Glass City FCU account, utilize the Glass City Home Banking app*

"Payment History" Screen for Credit Cards:

- Payment history to the credit card is listed here; the default is to show "All" payments, with most recent payments listed first
- You may also choose to view "Pending", "Posted", or "Scheduled" payments
- You can also search for payments by keyword or amount
- You can also view:
  - Current Balance
  - Available Credit
  - Statement Balance