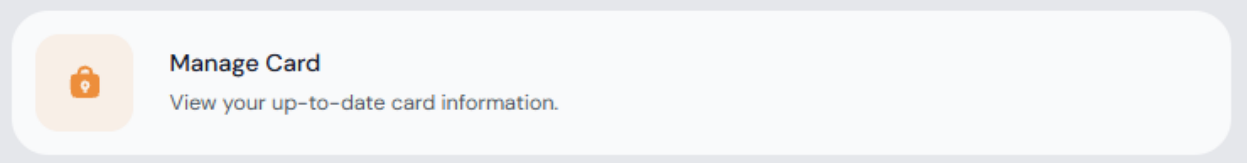
"Manage Card" First-Time Enrollment Instructions:

Cardholders will have to register the first time upon clicking the **"Manage Card"** button. This enrollment can be completed by using your debit or credit card number.

Step 1:

Click Manage Card Link.



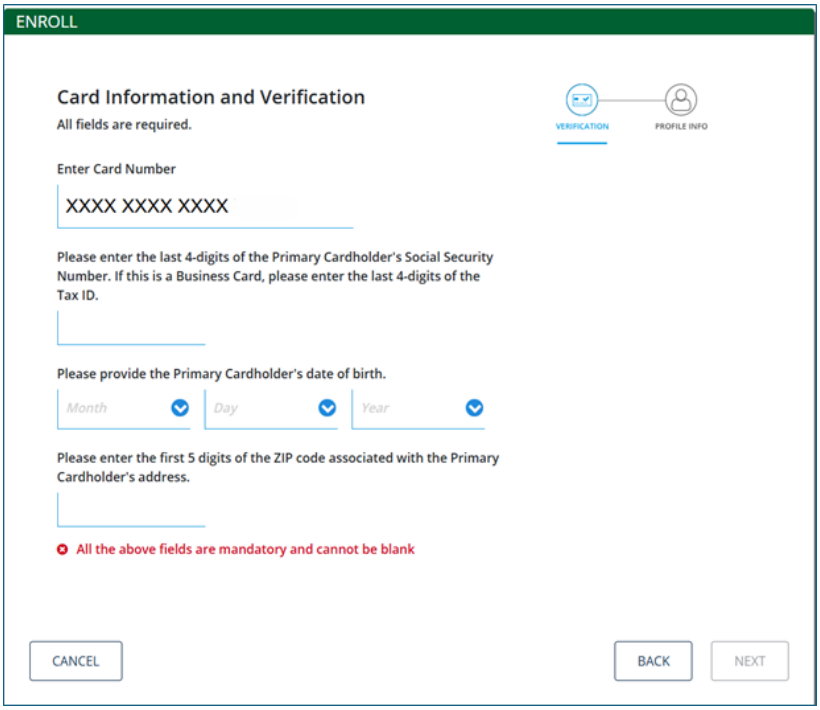
Step 2:

Select "I have reviewed and accept the Terms and Conditions," then select "Next".

Step 3:

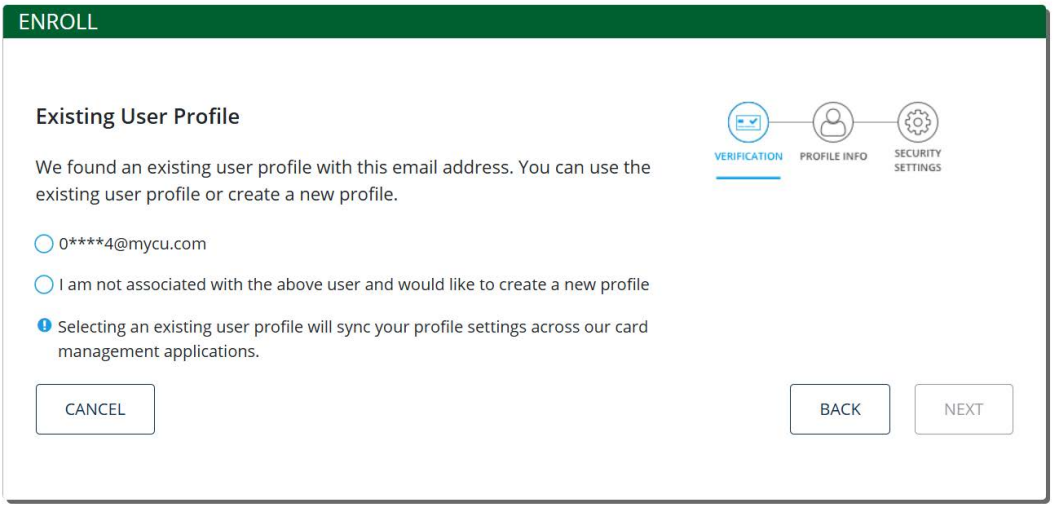
The card number will then populate. Enter the following personal information:

1. The last four digits of the Primary Cardholder's **Social Security Number** in the Social Security Number field.
2. Provide the Primary Cardholder's **date of birth**.
3. Enter the first **five digits of the Zip Code** associated with the Primary Cardholder's address.



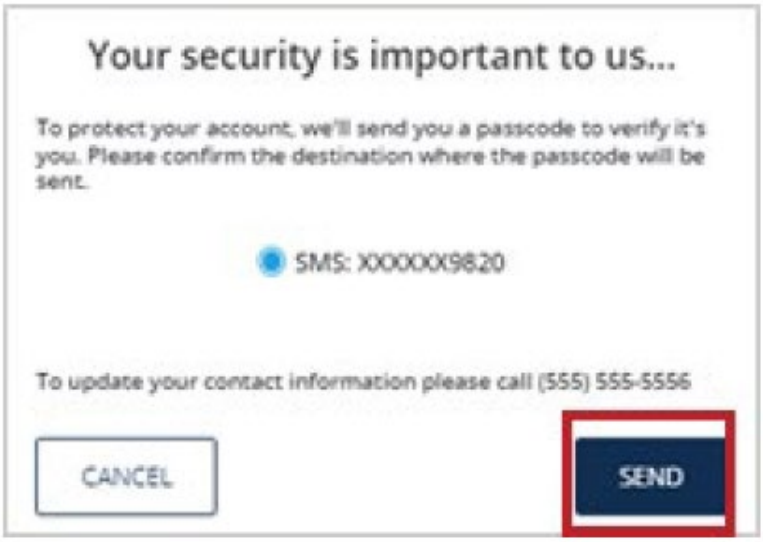
Step 4:

Cardholders have the option to merge the profile with their Glass City Card Controls App. If no Card Control's profile is found, please skip to step 5 to verify the profile & contact information.



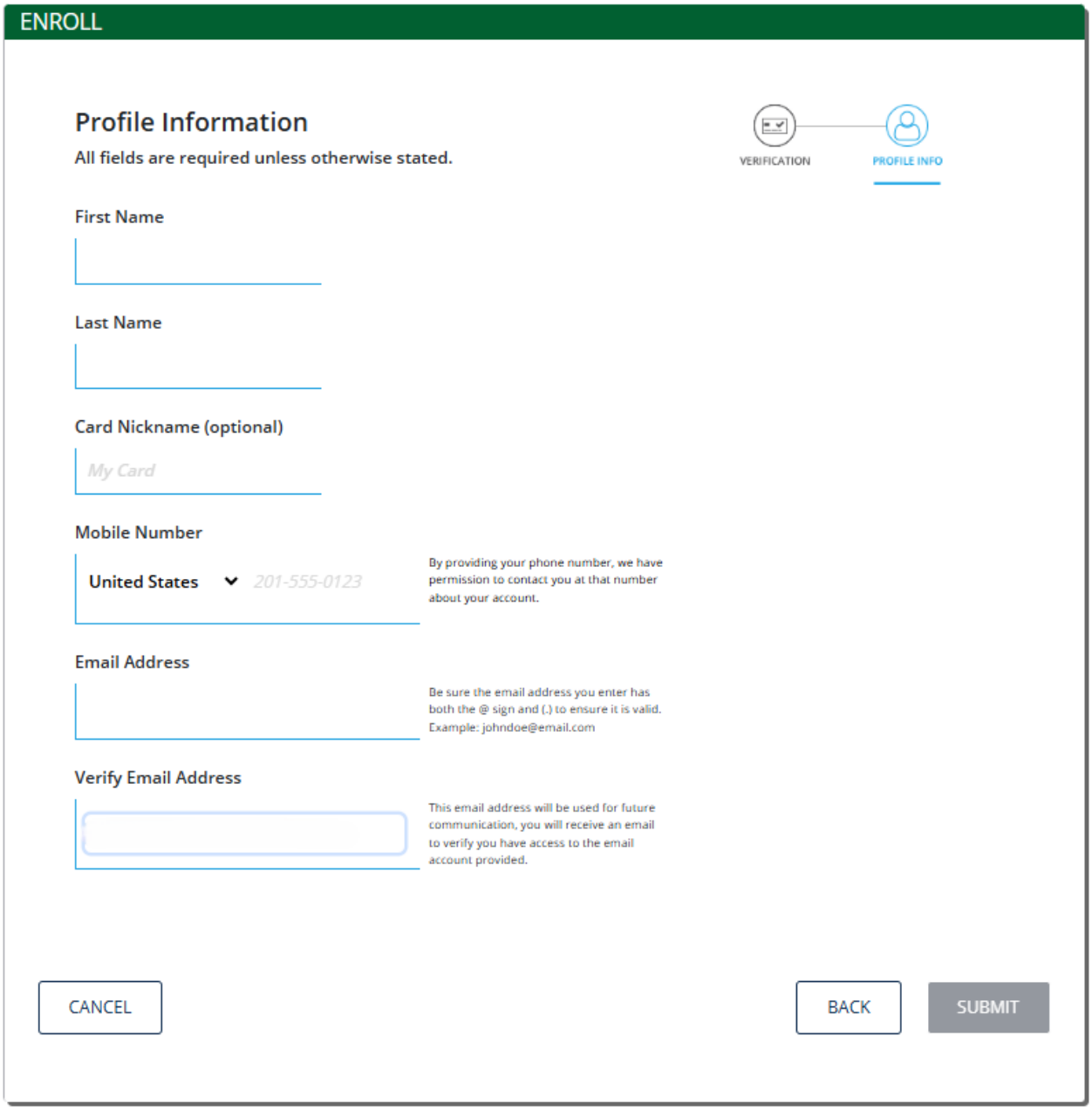
If you do not wish to merge the profile or do not recognize the email address, select "I am not associated with the above user and would like to create a new profile."

To complete/merge the profile, a one-time passcode will be sent to the contact information on file with us (either via text or email).

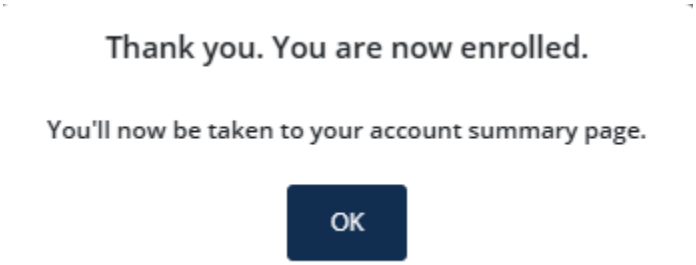


Step 5:

If you did not merge the profile with your Glass City Card Controls App, please complete the profile and contact information as shown below.



Once the previous steps are complete, you will be taken to the "Manage Cards" page.



Adding Additional Cards

Once a cardholder has completed the registration steps, additional cards can be added (i.e. debit card if they registered using their credit card).

There are two ways to add additional cards.

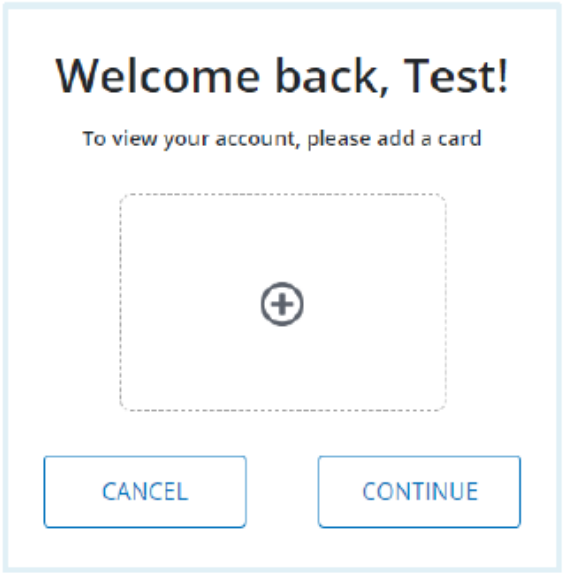
OPTION 1:

Use the Manage Card Link for the 2nd Card

1. Log out of home banking and close their web browser.
2. Open a new web browser and log back into home banking.
3. Click the Manage Card link for the 2nd card and complete the following steps.

Step 1:

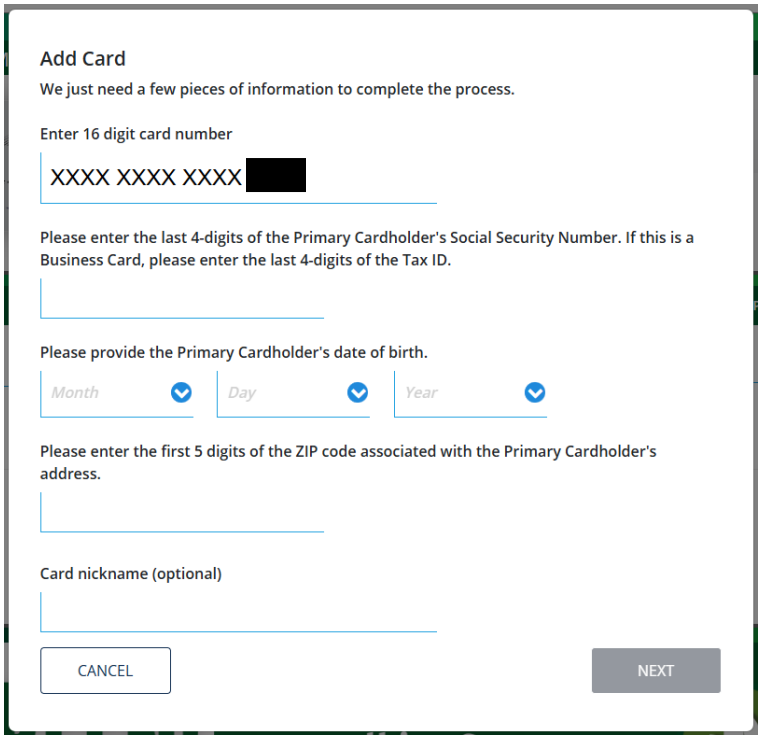
When the Manage Cards page opens, the following box will pop up. Click the "**+**"



Step 2:

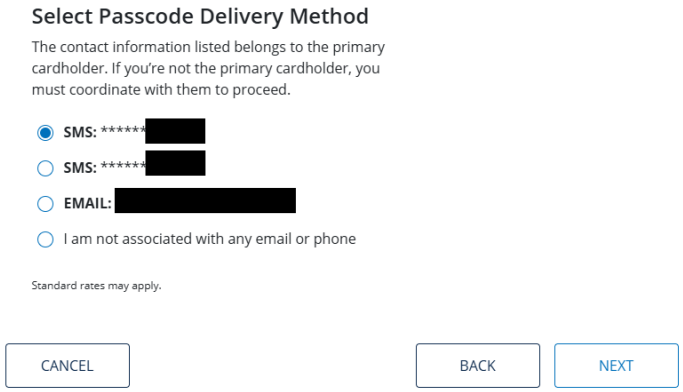
The 2nd card number will populate, enter personal information:

1. The last four digits of the Primary Cardholder's **Social Security Number** in the Social Security Number field.
2. Provide the Primary Cardholder's **date of birth**.
3. Enter the first **five digits of the Zip Code** associated with the Primary Cardholder's address.

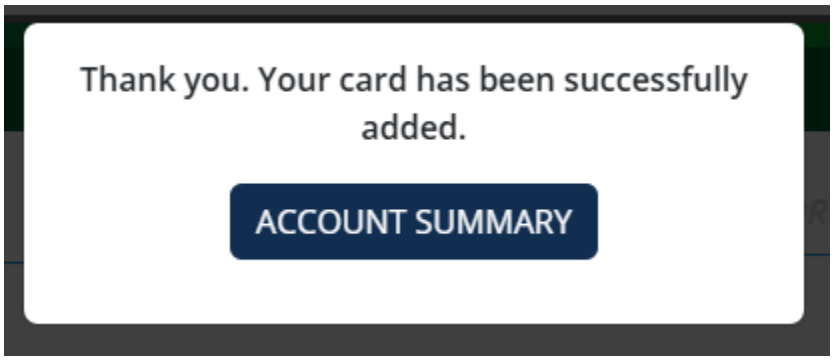


Step 3:

Cardholders will be required to receive a passcode to the contact info associated with the card.



Once the passcode is verified, the card has been successfully added.



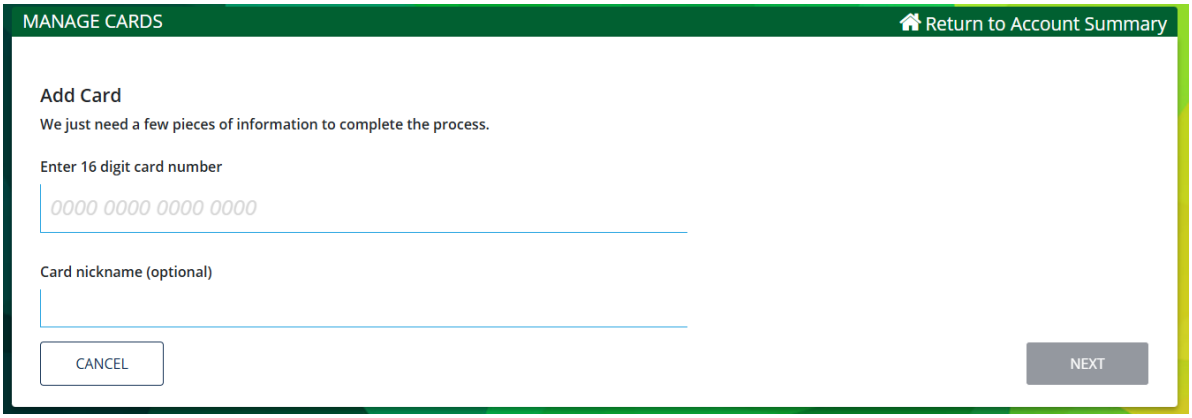
OPTION 2:

Clicking the **Services** icon in the upper right corner of the Manage Cards website, shown below.

Once the **Services** icon is clicked, members will get an access code to enter. Once entered, members will be taken to a page that shows all of the loaded cards in their card profile. Members will click the **Add Card** button and complete the following steps:

Step 1:

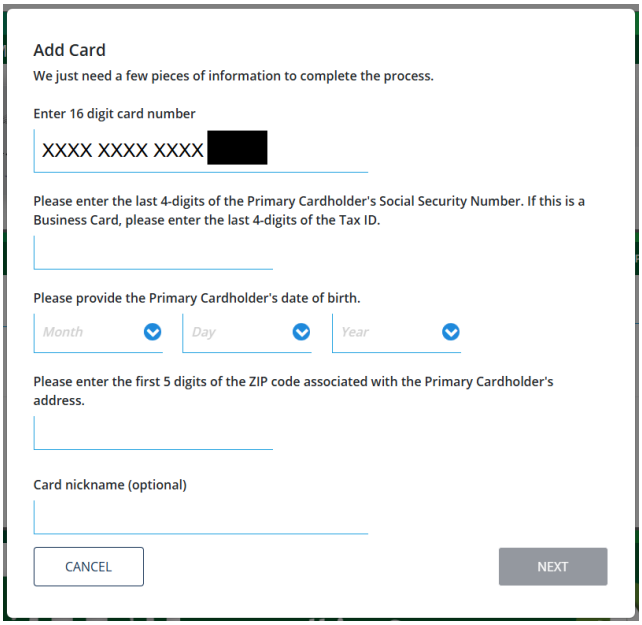
Enter the card number they wish to add.



Step 2:

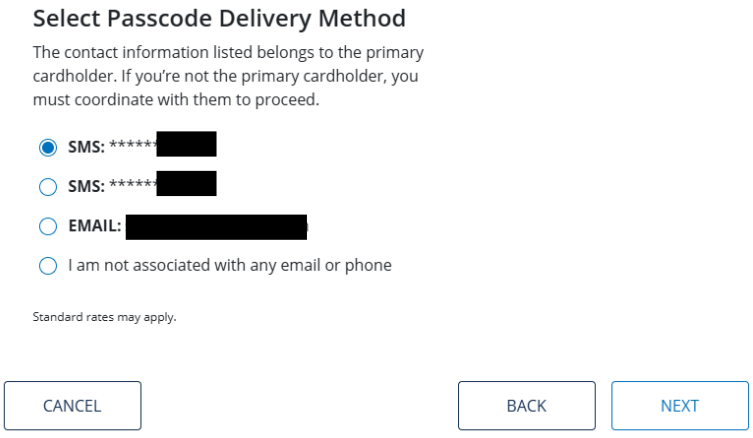
The card number will populate, enter personal information:

1. The last four digits of the Primary Cardholder's **Social Security Number** in the Social Security Number field.
2. Provide the Primary Cardholder's **date of birth**.
3. Enter the first **five digits of the Zip Code** associated with the Primary Cardholder's address.

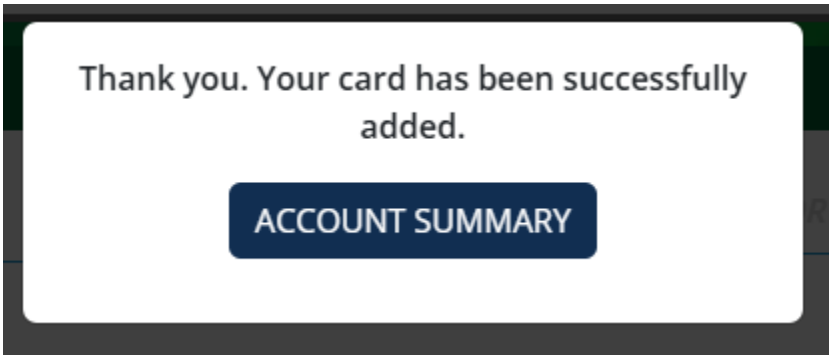


Step 3:

Cardholders will be required to receive a passcode to the contact info associated with the card.



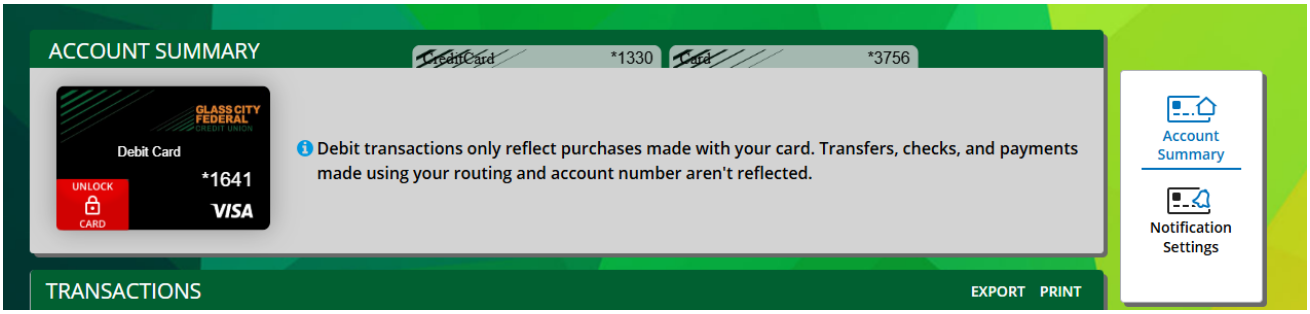
Once the passcode is verified, the card has been successfully added.



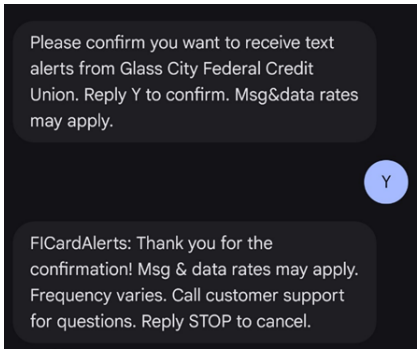
More Info

Cardholders can toggle between their cards by clicking on the card.

Cards can be locked/unlocked clicking on the lock on the card image.



Alerts can be setup & customized using the Notification Settings.



Alerts will be sent to the mobile number on file. Once Alerts are setup, cardholders will receive a text message to confirm and will be required to reply "Y."

If no mobile number is on file, alerts will be sent to the email address on file.