

# ProCash Corporate Debit Card

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## 1. Debit Card

This guide provides you with an explanation on how to access your Debit Card Summary page, Debit Card Control, Debit Card Re-issue and Debit Card Cancellation. For more information on other ProCash modules, please refer to their respective guides.

### 1.1. View Debit Card Summary

To view your debit card details, access the Account Summary screen through any of the following ways:

i) **Search bar:** Type “Summary” or “Debit Card summary” on the quick search bar at top right corner of the screen and then select the “Account Services – Debit Card Summary – View” (Image 1).

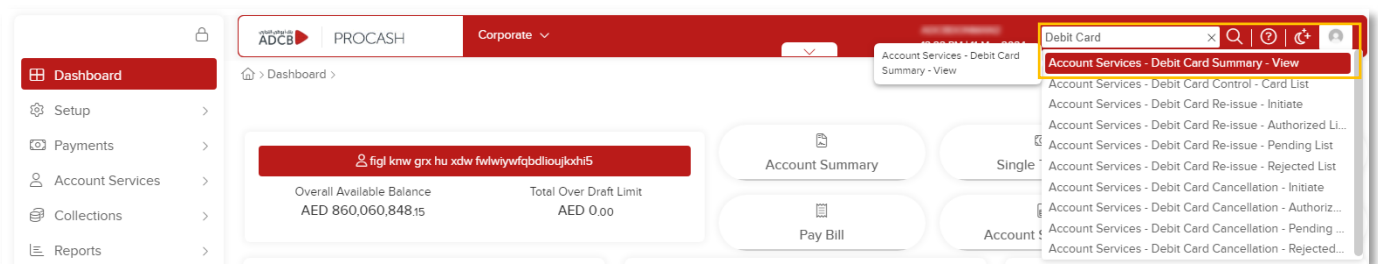


Image 1 – Debit Card Summary | View Debit Card Summary – Search Bar

ii) **Account Services tab:** Select the “Account Services” tab and then choose the “View” option under Debit Card Summary menu (Image 2).

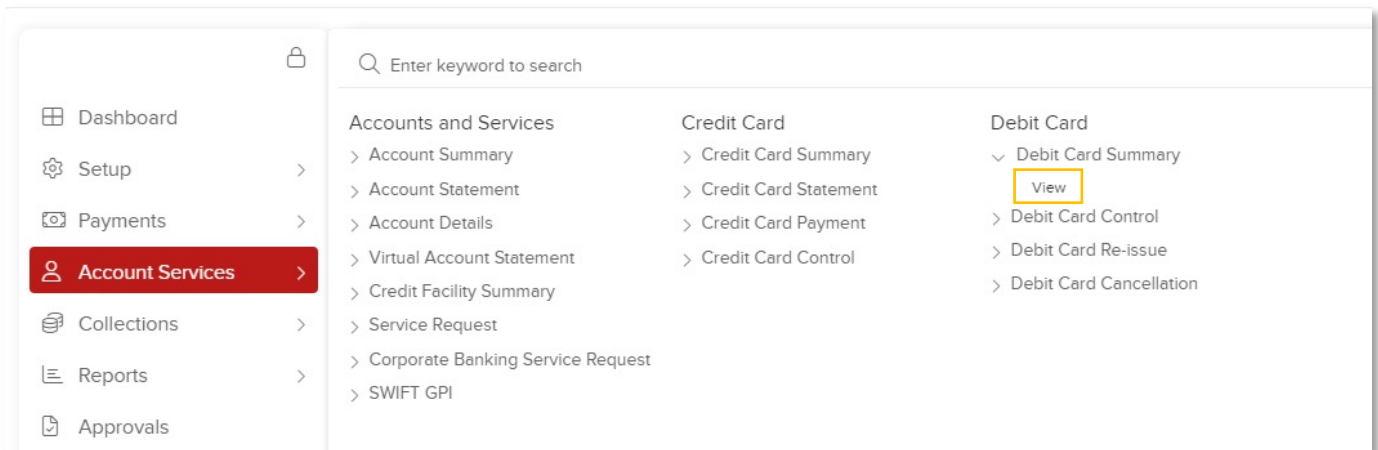


Image 2 – Debit Card Summary | View Debit Card Summary – Account Services tab

Using any of the 2 above options will take you to the Debit Card Summary screen, from where you can view your card status on all accounts (Image 3).

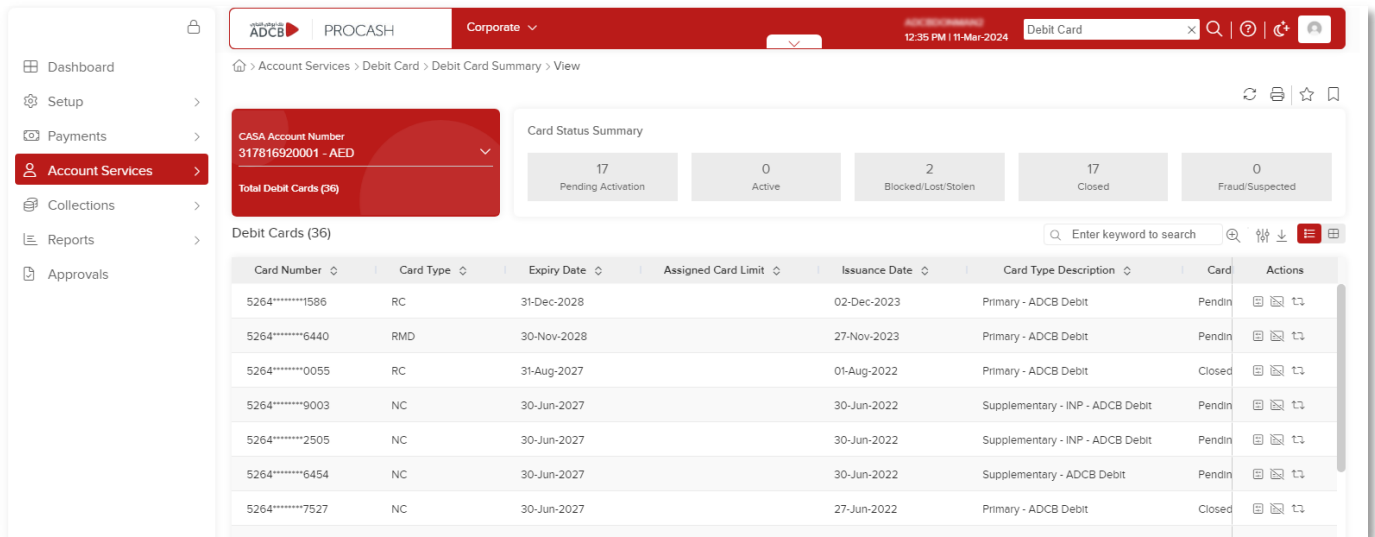


Image 3 – Debit Card Summary | Summary page

Once you are on the Debit Card Summary page, you will see a dashboard with information about your available cards. You will also be able to see a list of your cards’ information like Card Number, Card Type, Expiry Date, Assigned Card Limit, Issuance date, etc.

### 1.1.1. Debit Card Actions

In the Debit Card Summary page, you will be able to perform multiple actions by selecting one of the three icons available under the “Actions” column (Image 4).

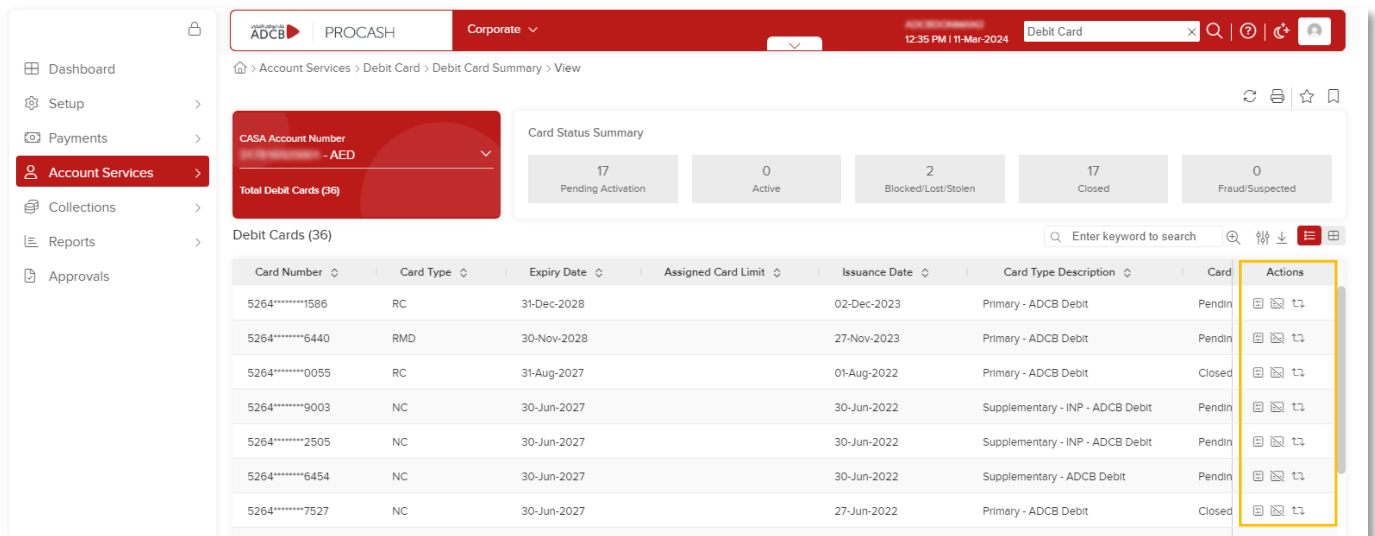


Image 4 – Debit Card Summary | Debit Card Summary – Actions Column

Upon selecting this icon, the following actions can be performed:

- Debit Card Control: This option is used to set up the card that needs to be viewed or updated. On choosing this option, will take you to the Debit Card Control edit screen. To learn more about Card Control, please refer to Chapter 1.2
- Debit Card Cancellation: This option is used to cancel a debit card. Choosing this option, will take you to the initiate screen. To learn more about Debit Card Cancellation, please refer to Chapter 1.4
- Debit Card Re-issue: This option will take you to the Debit Card Re-issue initiation page to perform card re-issue/replacement. To learn more about Debit Card Re-issue, please refer to Chapter 1.3

## 1.2. Card Control

To see all card details and other information about a specific account, click on “Card List” under Debit Card Control (Image 5).

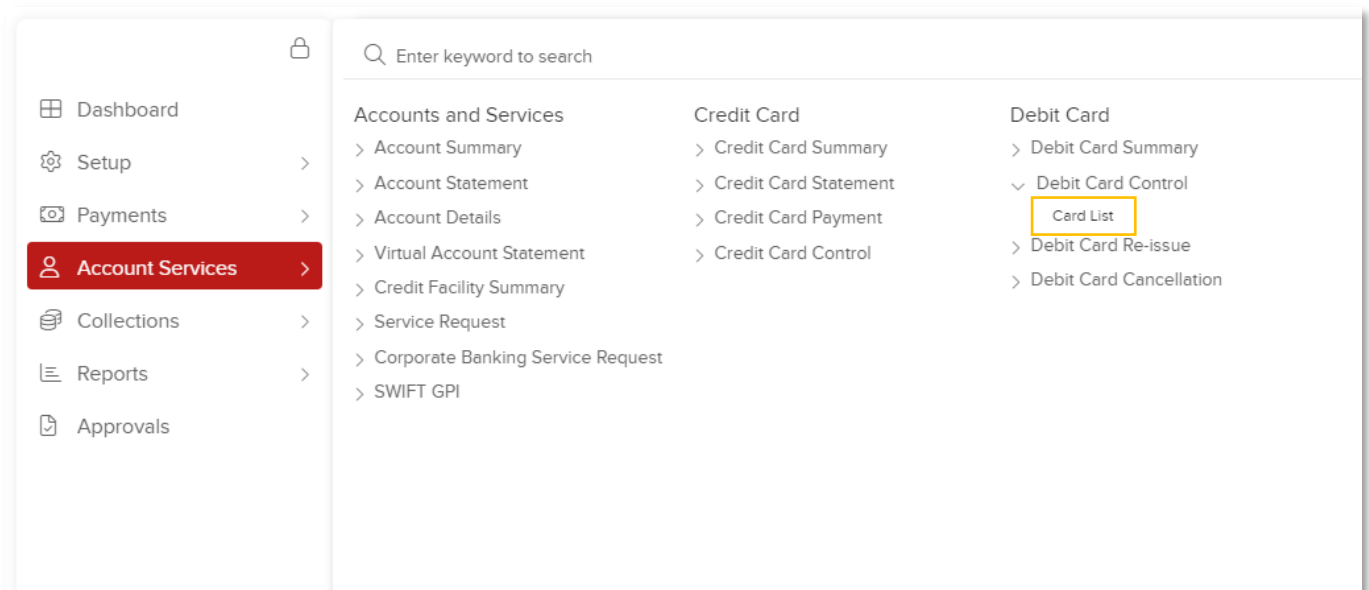


Image 5 – Debit Card Control | Card List option

When you land on the “Card List” page, you will see your CASA accounts (Image 6). Select “Account”, then choose the debit card that you want to view or update under the Action column (Image 7). Once in “Card List - Edit” mode, on the left side of the page, you will get multiple options to control your debit card: Card Details, Transaction Setting, Limit Setting, MCC Group Settings and MCC Control.

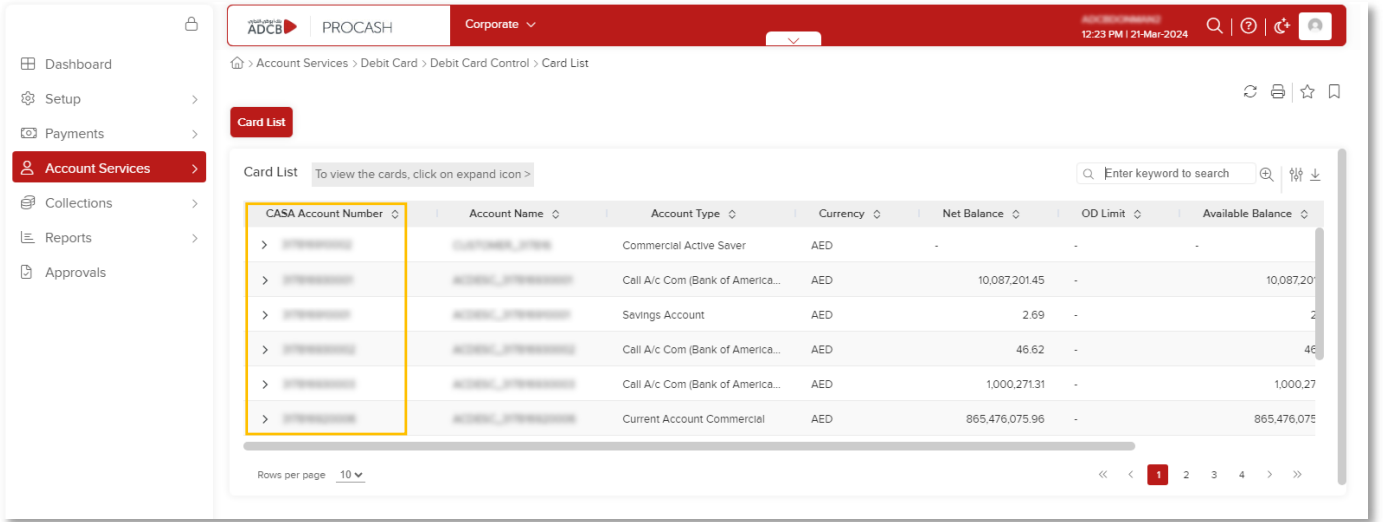


Image 6 – Debit Card Control | Card List page

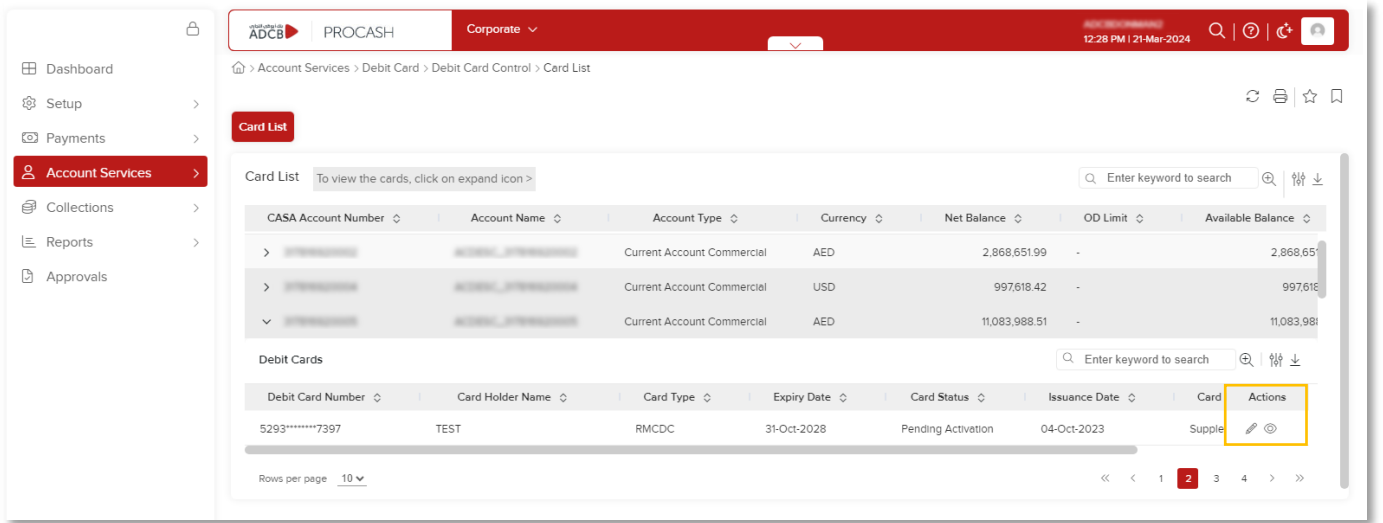


Image 7 – Debit Card Control | Card Selection – Action column

This page shows the card details that include Card Number, Card Type, Primary Account, etc. (Image 8).

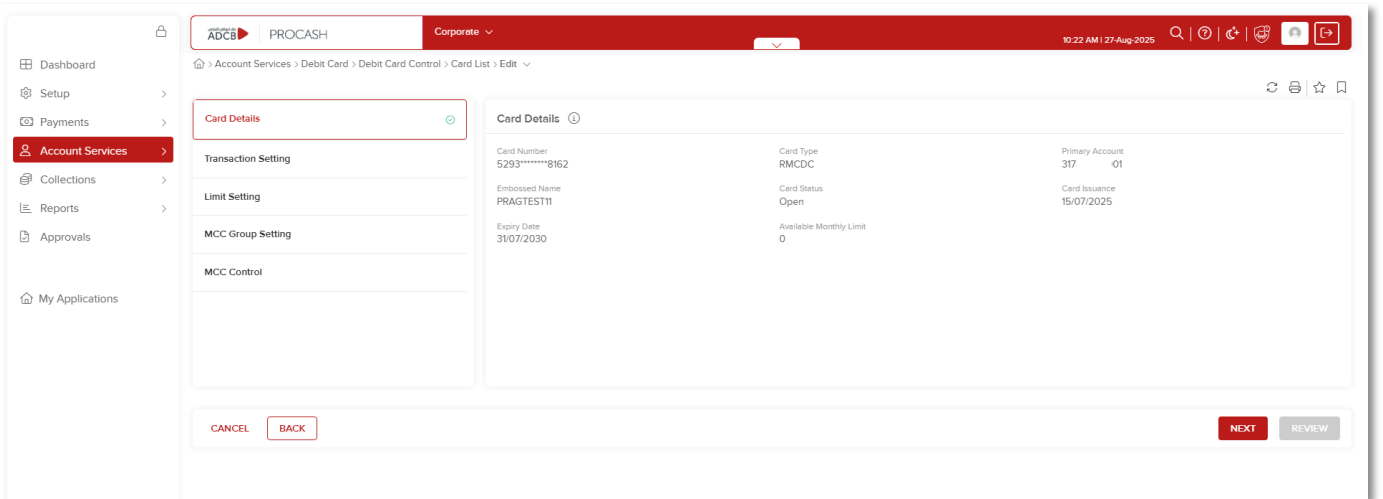
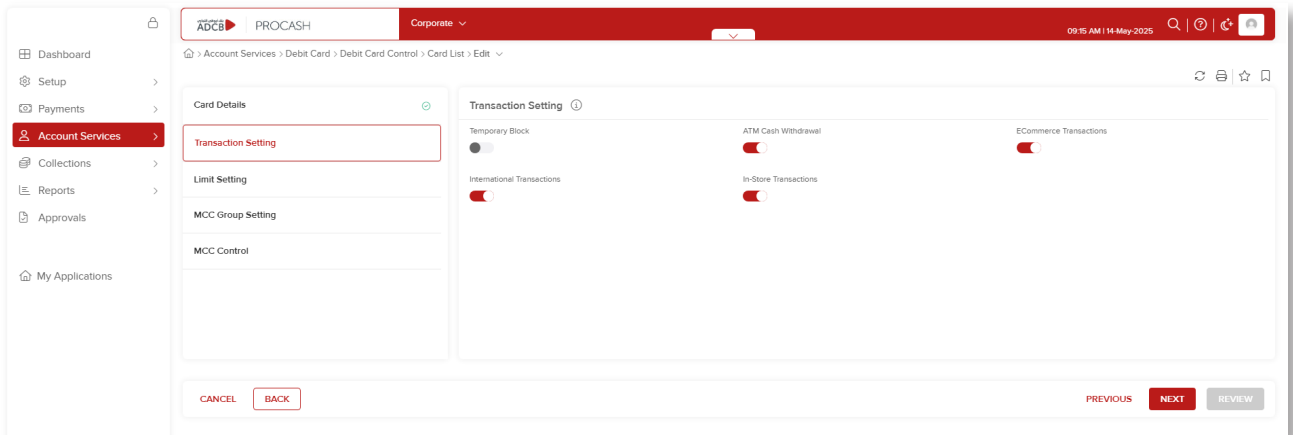


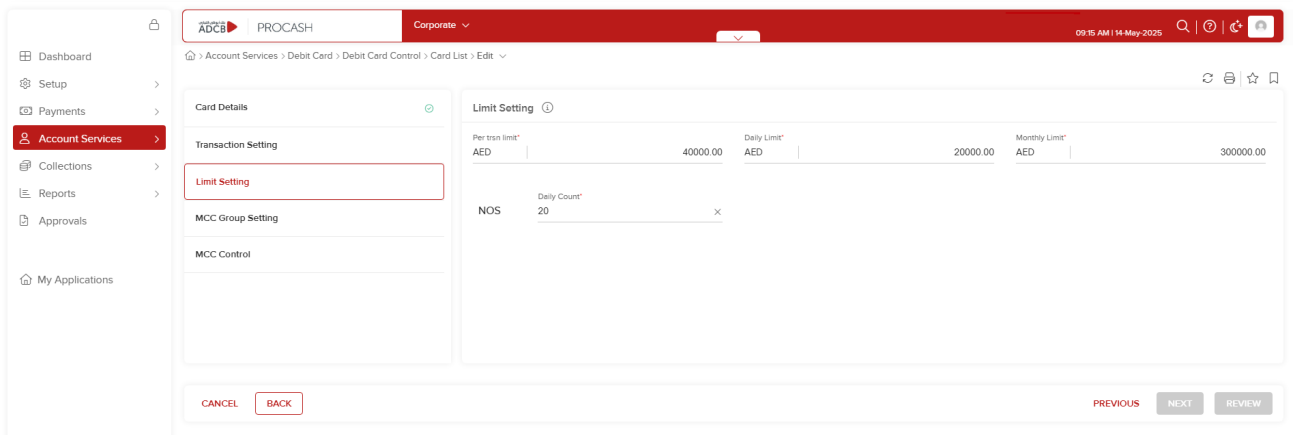
Image 8 – Debit Card Control | Card Edit – Card details

On this page, you get to control the card where the cardholder can set the features of the transaction (Image 9).



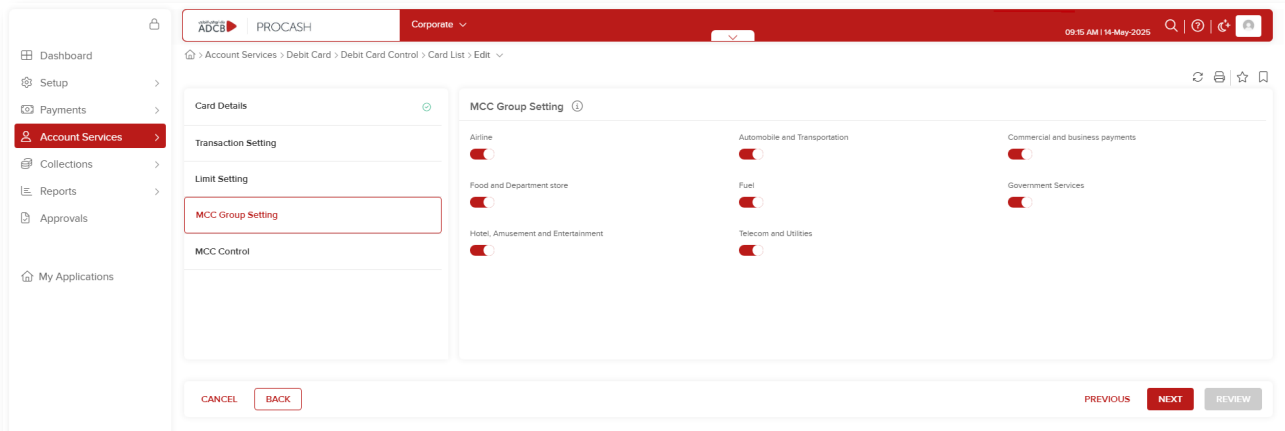
**Image 9 – Debit Card Control | Card Edit – Transaction setting**

On this page, you can add a requirement for the cardholder to control spending and stay within budget (Image 10).



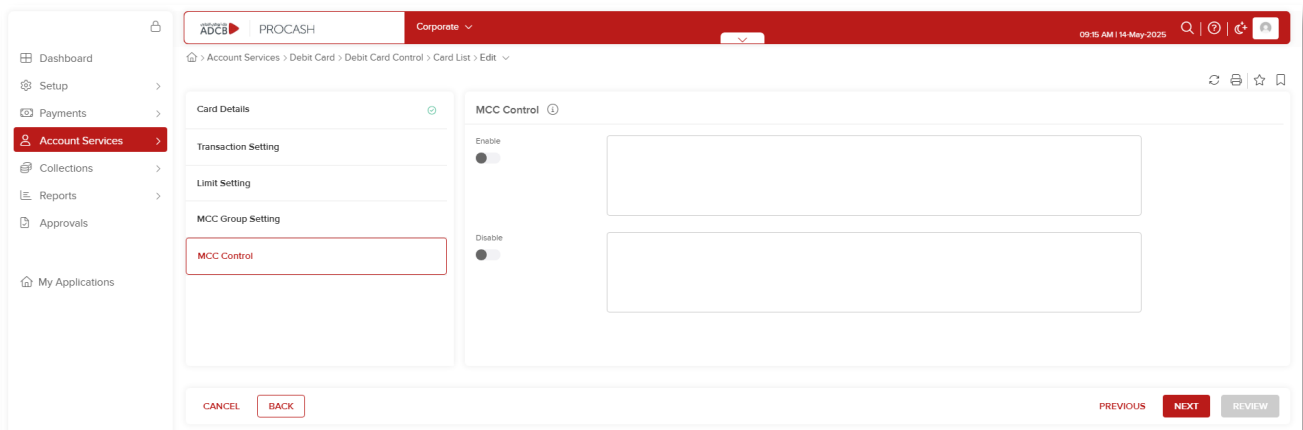
**Image 10 – Debit Card Control | Card Edit – Limit setting**

On this page, you get to control the preferences of using the card at select merchant/transaction type (Image 11).



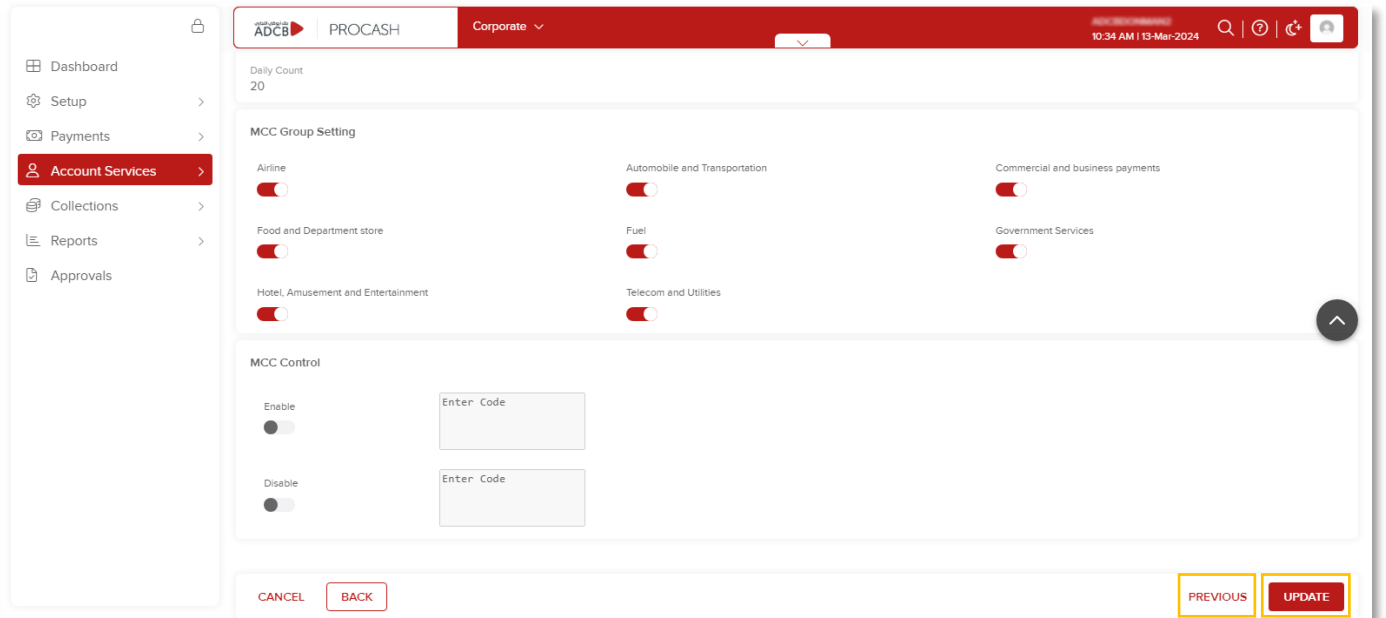
**Image 11 – Debit Card Control | Card Edit – MCC Group setting**

Finally, this page allows you to enable/disable usage at the specific merchant categories (Image 12).



**Image 12 – Debit Card Control | Card Edit – MCC Control**

After editing the debit card and clicking on "Review", you will get a review page to preview the changes. You are able to go back to the previous page by clicking "Previous", else you can proceed by clicking "Update" (Image 13).



**Image 13 – Debit Card Control | Card Review & Confirm**

### 1.3. Debit Card Re-issue

To re-issue your debit card, you must first select the “Account Service” tab, which is available on the left panel. Follow the steps given below (Image 14).

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Re-issue” option under Debit Card module
- iii) Select “Initiate” option

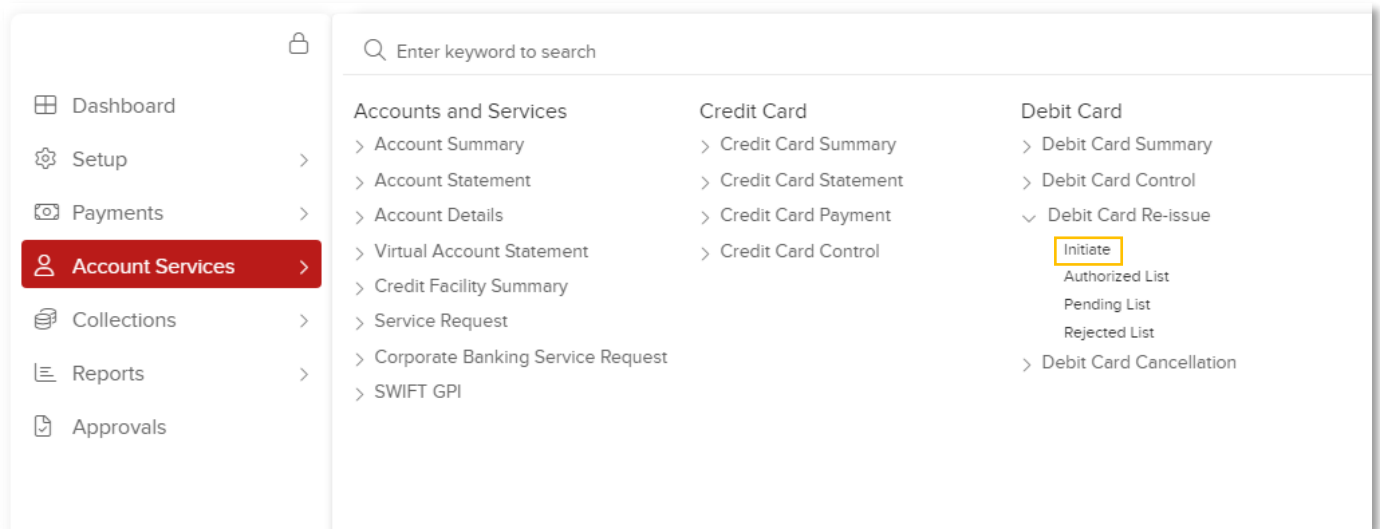


Image 14 – Debit Card Re-issue | Initiate Option

Once you land on the Initiate page, you will be able to complete the Debit Card Re-issue task (Image 15), where you will need to complete the details. First, select “Account and Debit Card”, then click “Fetch” to view the card details. After that, you have to provide a reason for card re-issue/replacement.

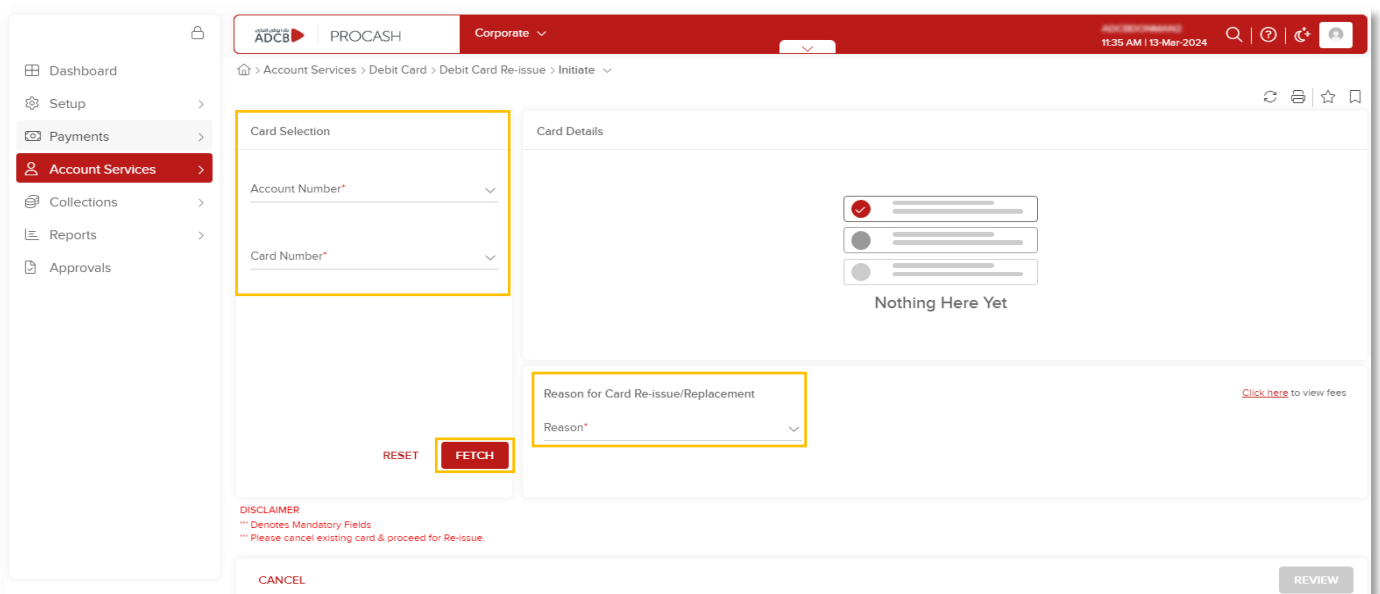


Image 15 – Debit Card Re-issue | Initiate page

When the details are filled and you click on "Review", you will land on the "Review" page where you can either go back to the Initiate page by clicking "Previous" or proceed by clicking "Submit" (Image 16).

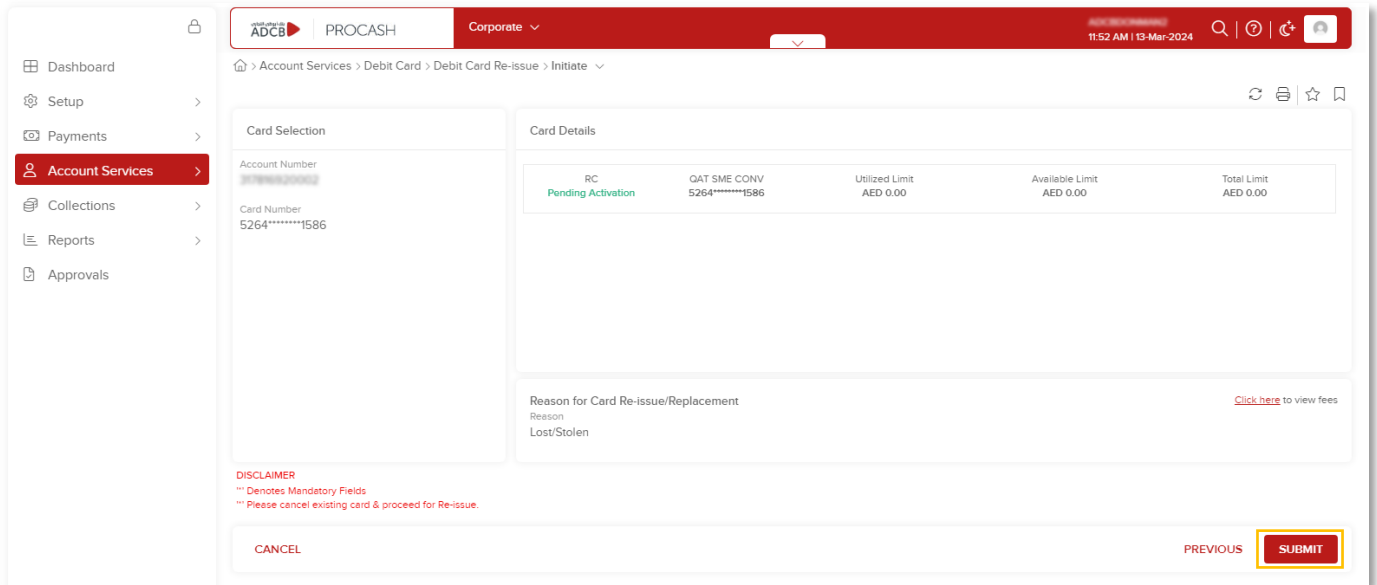


Image 16 – Debit Card Re-issue | Submit page

### 1.3.1. Authorized List

To see the authorised Debit Card Request, follow the steps given below (Image 17).

- i) Select "Account Service" tab on the left panel
- ii) Select "Debit Card Re-issue" option under Debit Card module
- iii) Select "Authorized List" option

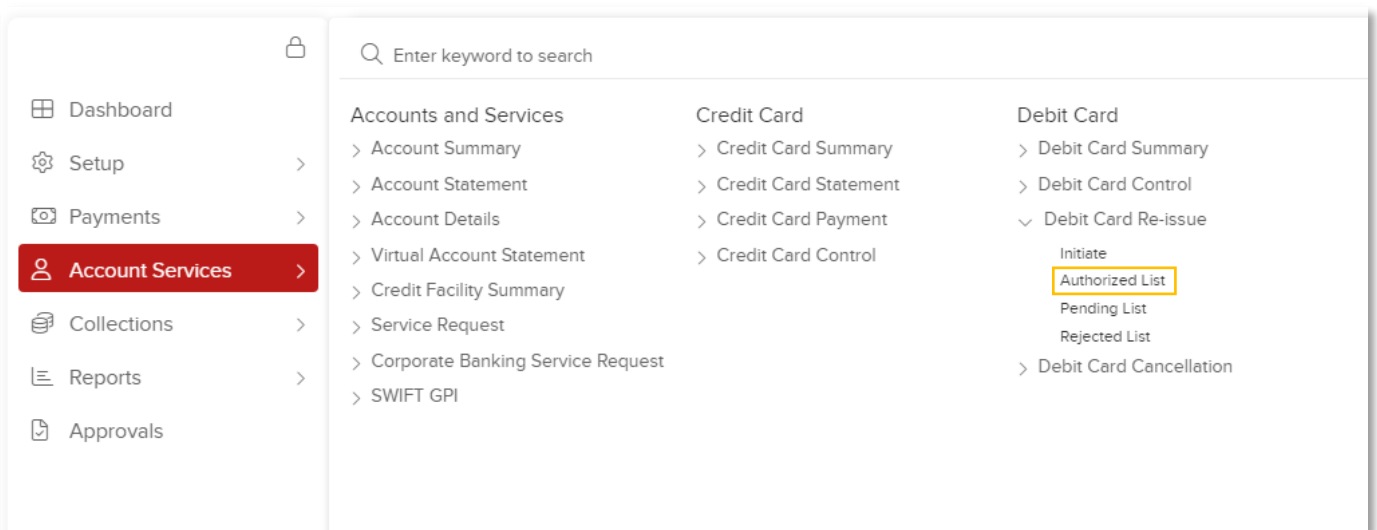
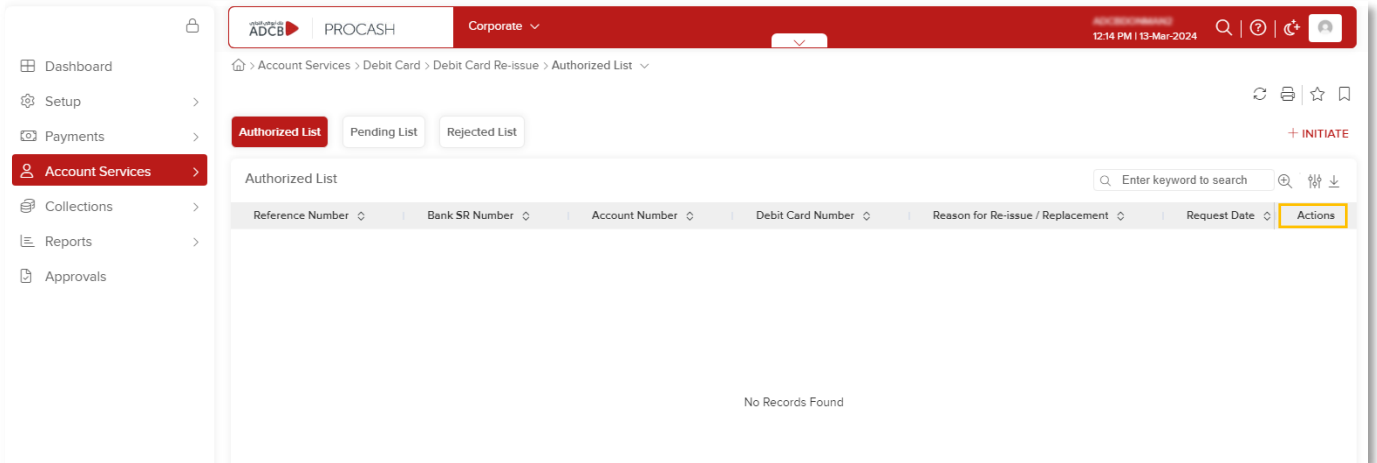


Image 17 – Debit Card Re-issue | Authorized List option

After landing on the Authorized List page (Image 18), you will be able to view a list of all authorised requests in a table format. Under the Actions column, you will be able to view each request detail, respective authorisers and other actions, if applicable.

**Note: You can initiate a new request by clicking on “+ INITIATE” located on the right hand side.**

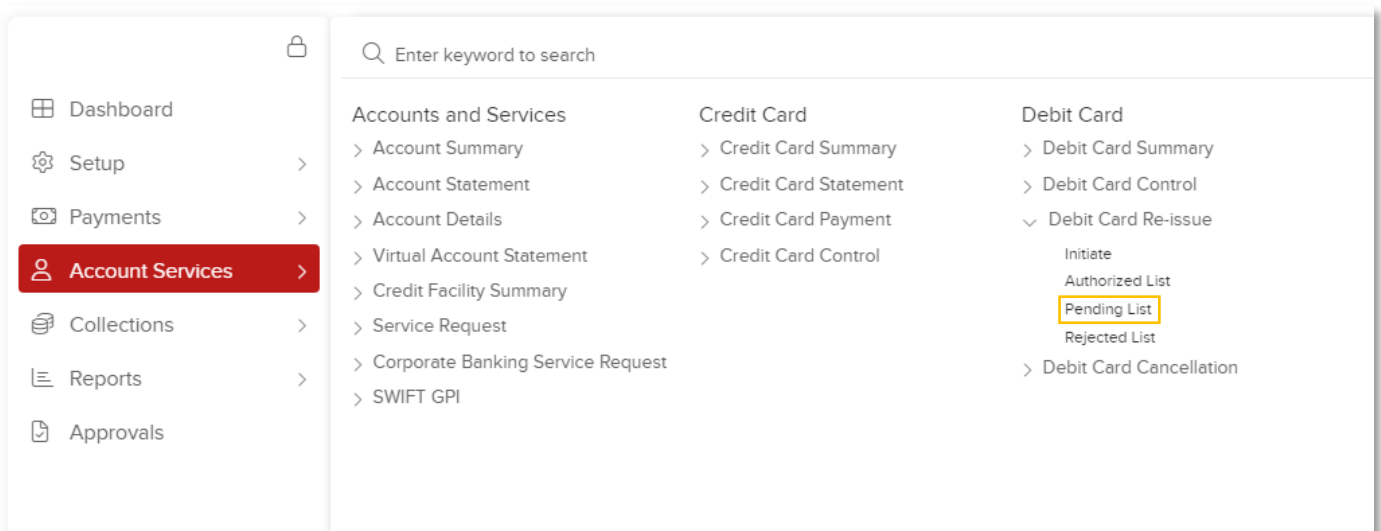


**Image 18 – Debit Card Re-issue | Authorized List page**

### 1.3.2. Pending List

To see the pending Debit Card Request, follow the steps given below (Image 19).

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Re-issue” option under Debit Card module
- iii) Select “Pending List” option



**Image 19 – Debit Card Re-issue | Pending List option**

After landing on the Pending List page (Image 20), you can see a list in a table format with all requests that are pending authorisation. You can also perform some actions available in the last column of this table.

**Note: You can initiate a new request by clicking on “+ INITIATE” located on the right hand side.**

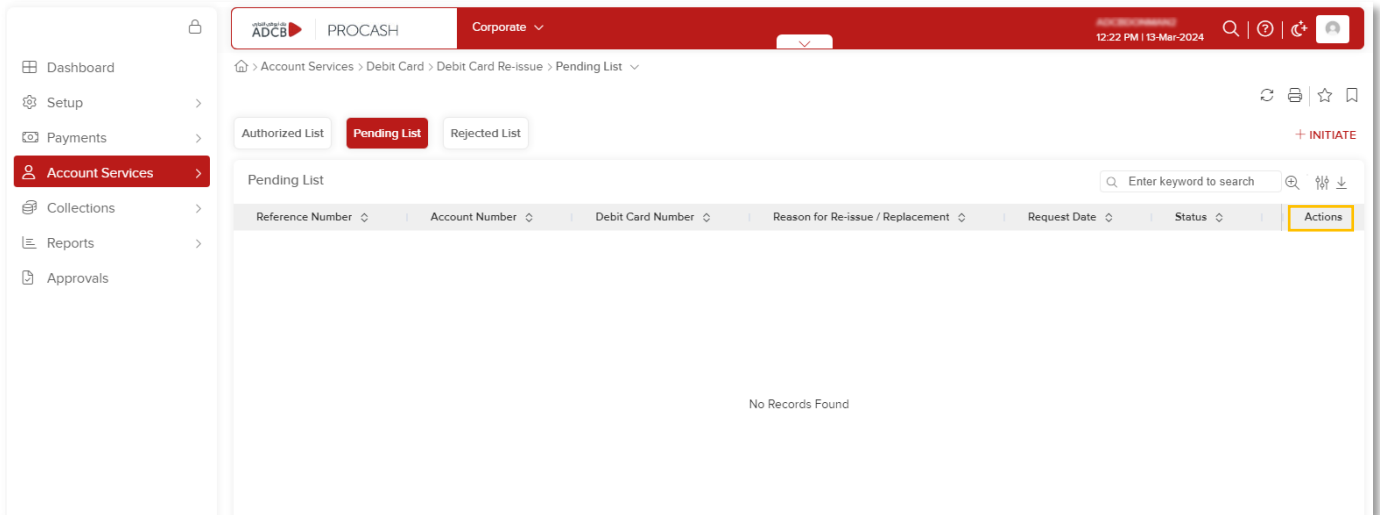


Image 20 – Debit Card Re-issue | Pending List page

### 1.3.3. Rejected List

To see the rejected Debit Card Request, follow the steps given below (Image 21).

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Re-issue” option under Debit Card module
- iii) Select “Rejected List” option

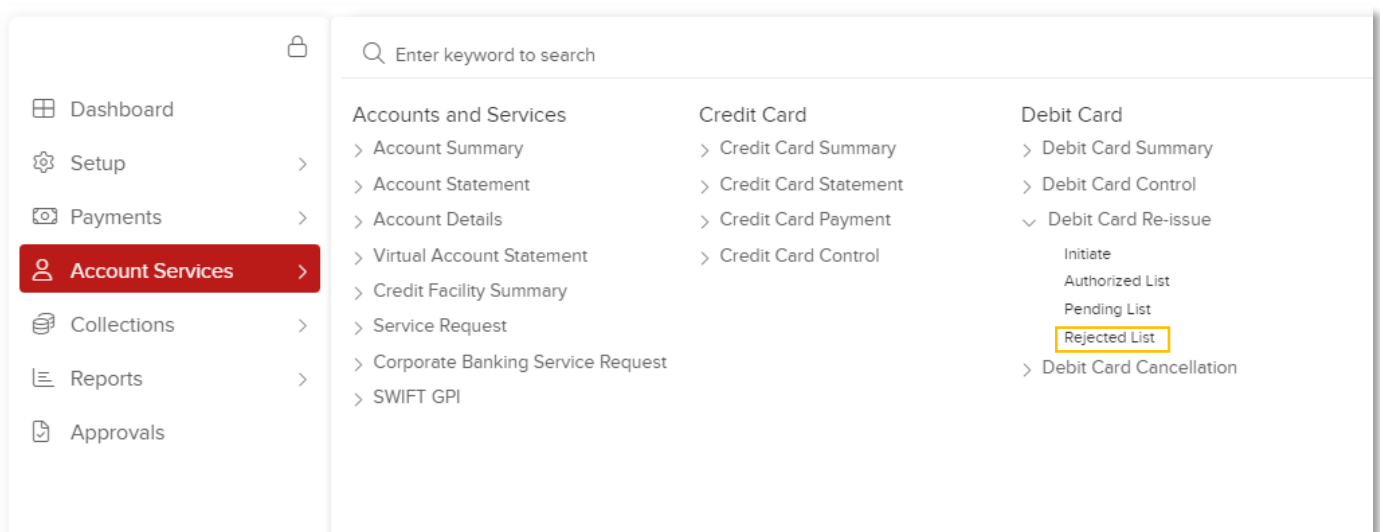


Image 21 – Debit Card Re-issue | Rejected List option

In the Rejection List page, you can see a list of all rejected requests in a table format. You can also perform some actions available in the last column of this table like accepting a rejection, viewing details and resubmitting the request for authorisation (Image 22).

**Note:** You can initiate a new request by clicking on “+ INITIATE” located on the right hand side.

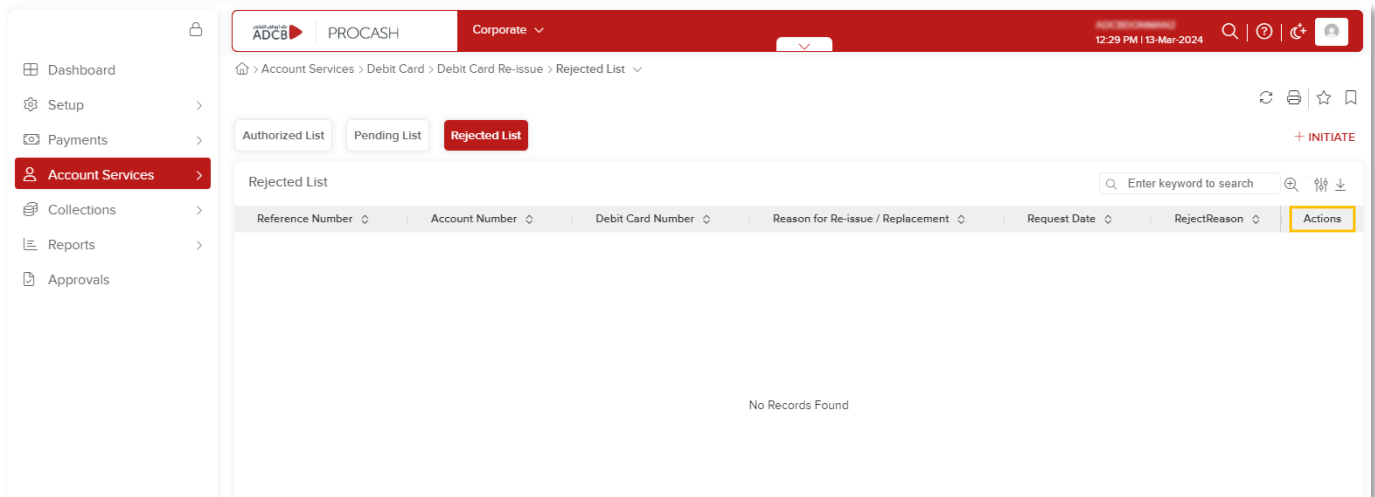


Image 22 – Debit Card Re-issue | Rejected List Page

### 1.4. Debit Card Cancellation

Similar to the Chapter 1.3—Debit Card Re-Issue, you can cancel your debit card by using the “Account Service” tab on the left panel. Follow the steps given below (Image 23).

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Cancellation” option under Debit Card module
- iii) Select “Initiate” option

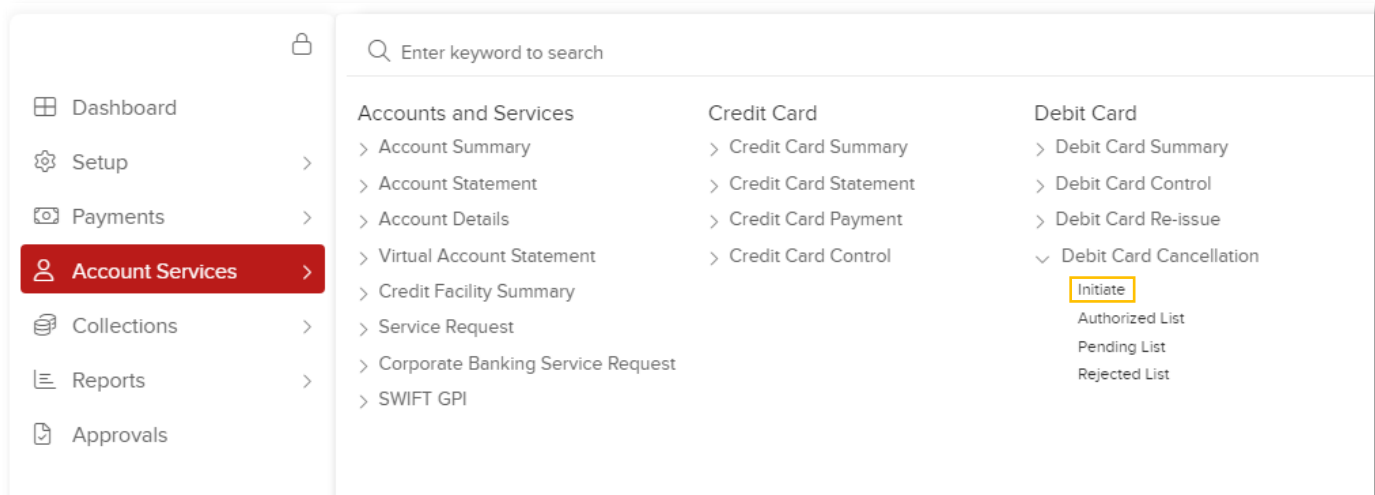


Image 23 – Debit Card Cancellation | Initiate option

Once you land on the Initiate page, you will be able to complete your Debit Card Cancellation process (Image 24). As indicated in Chapter 1.3, you will need to select the details. Start by first choosing “Account”, then “Debit Card”, then click on “Fetch” to view the card details, and then click “Review”. You will get another page where you can either go back by clicking on “Previous” or proceed by clicking “Submit”.

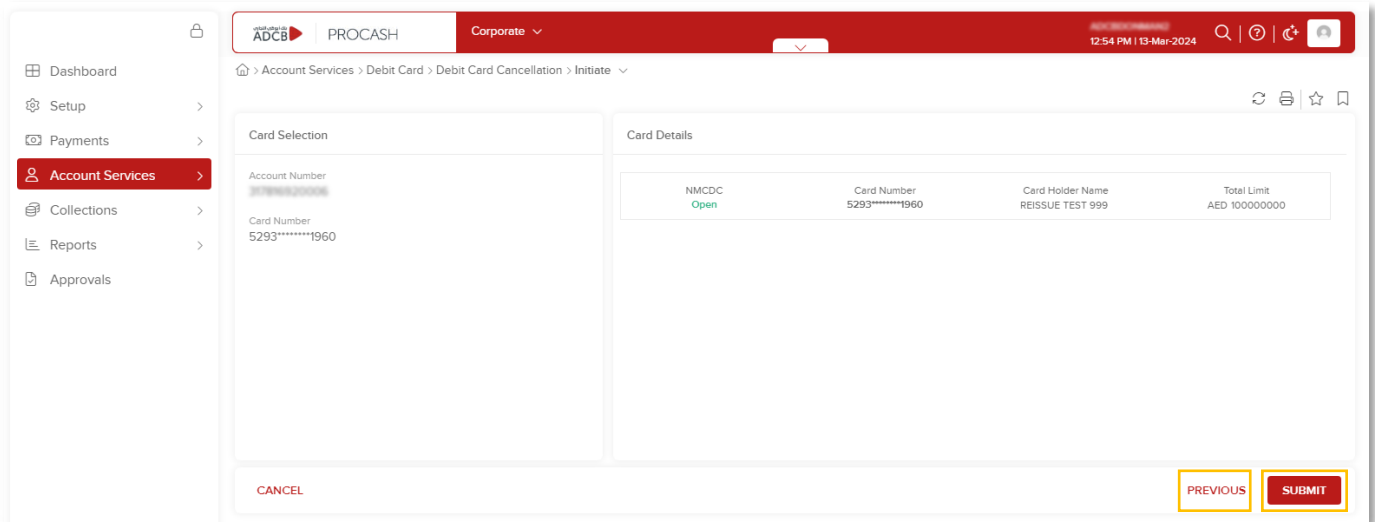


Image 24 – Debit Card Cancellation | Initiate page

### 1.4.1. Authorized List

To see the authorised Debit Card Request, follow the steps given below (Image 25):

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Cancellation” option under Debit Card module
- iii) Select “Authorized List” option

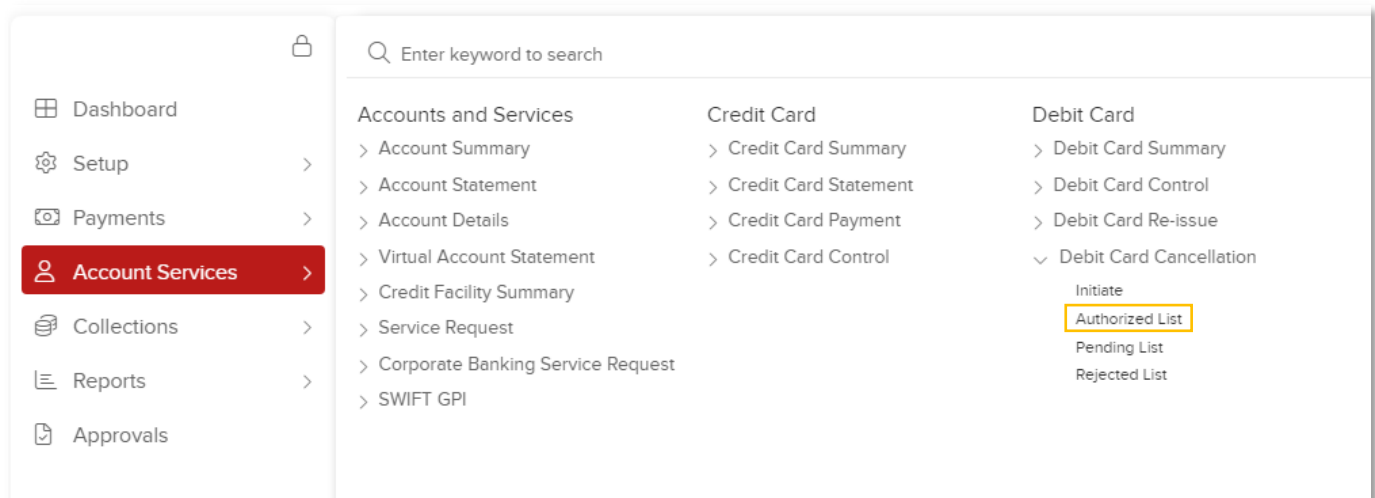


Image 25 – Debit Card Cancellation | Authorized List option

After landing on the Authorized List page (Image 26), you will be able to view a list of all authorised requests in a table format. Under Actions column, you will be able to view each request detail, respective authorisers and other actions, if applicable.

**Note: You can initiate a new request by clicking on “+ INITIATE” located on the right hand side.**

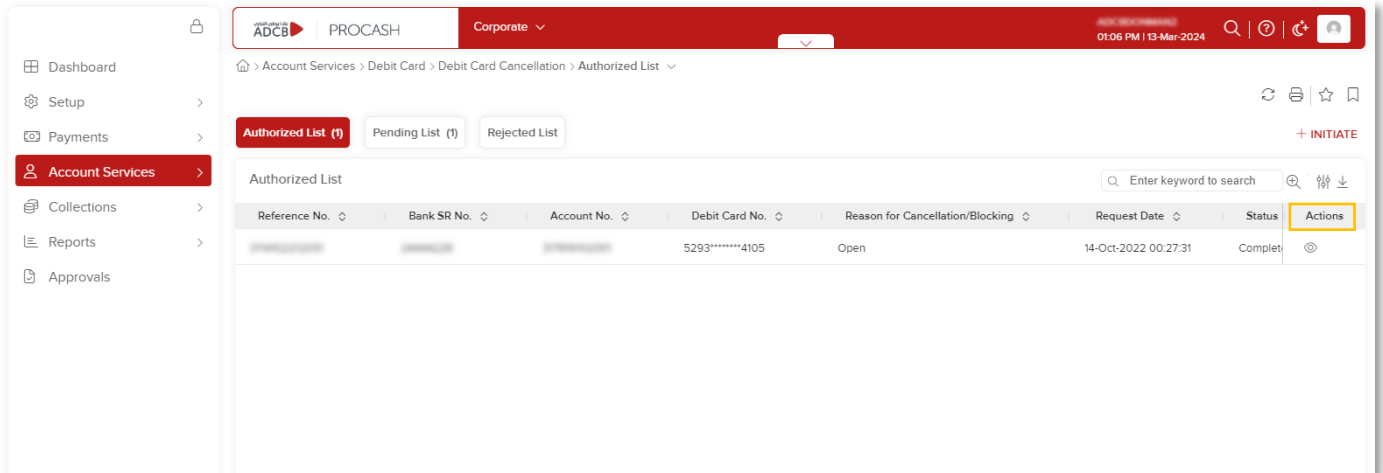


Image 26 – Debit Card Cancellation | Authorized List page

### 1.4.2. Pending List

To see the pending Debit Card Request, follow the steps given below (Image 27).

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Cancellation” option under Debit Card module
- iii) Select “Pending List” option

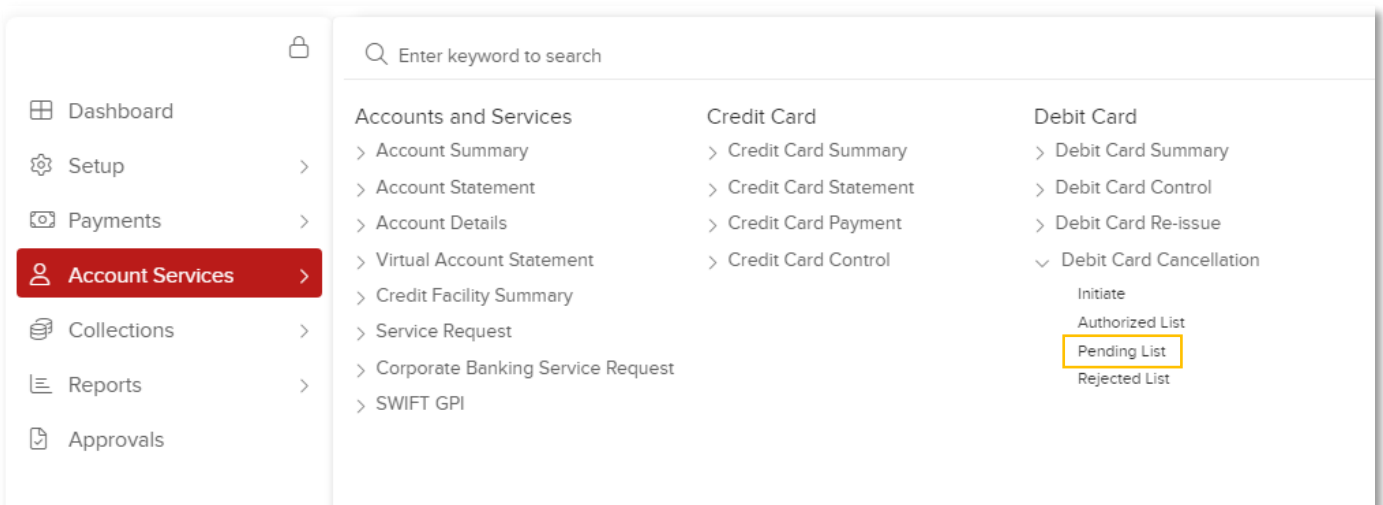


Image 27 – Debit Card Cancellation | Pending List option

After landing on the Pending List page (Image 28), you can see a list in a table format with all requests that are pending to be authorised. You can also perform some actions available in the last column of this table.

**Note:** You can initiate a new request by clicking on “+ INITIATE” located on the right hand side.

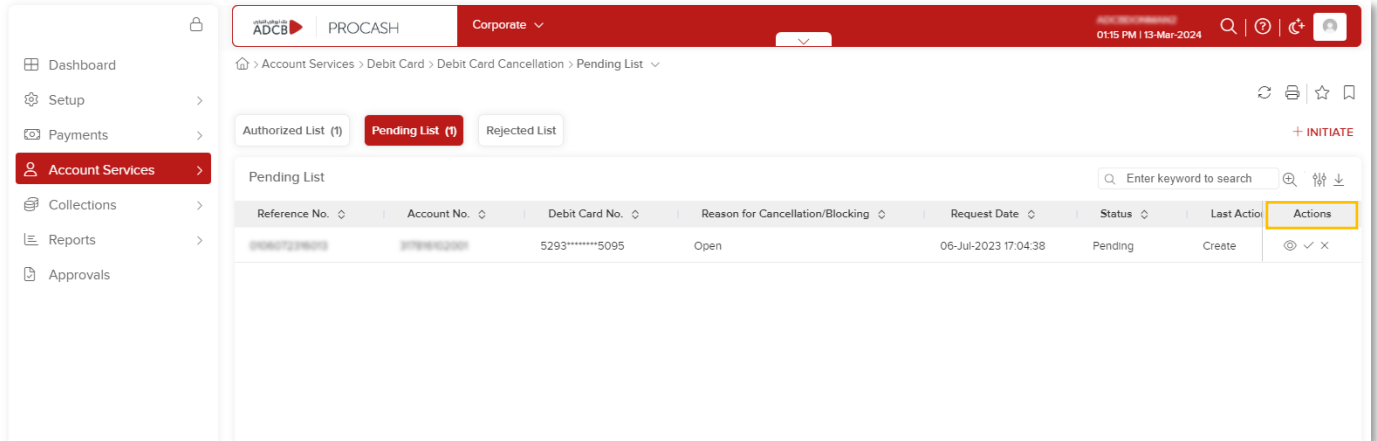


Image 28 – Debit Card Cancellation | Authorized List page

### 1.4.3. Rejected List

To see the rejected Debit Card Request, follow the steps given below (Image 29).

- i) Select “Account Service” tab on the left panel
- ii) Select “Debit Card Cancellation” option under Debit Card module
- iii) Select “Rejected List” option

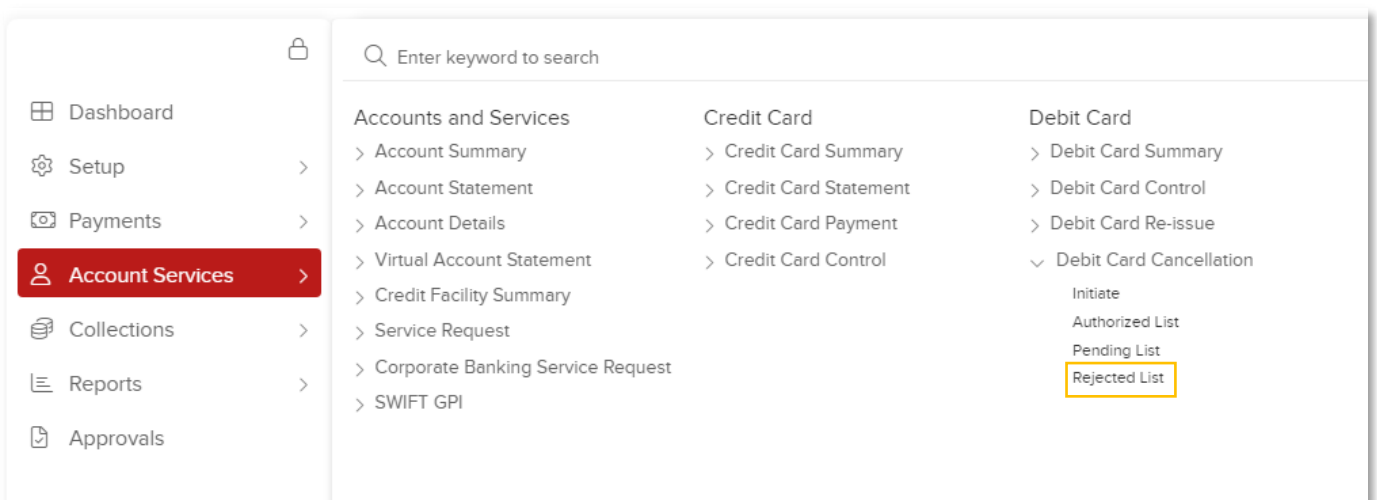
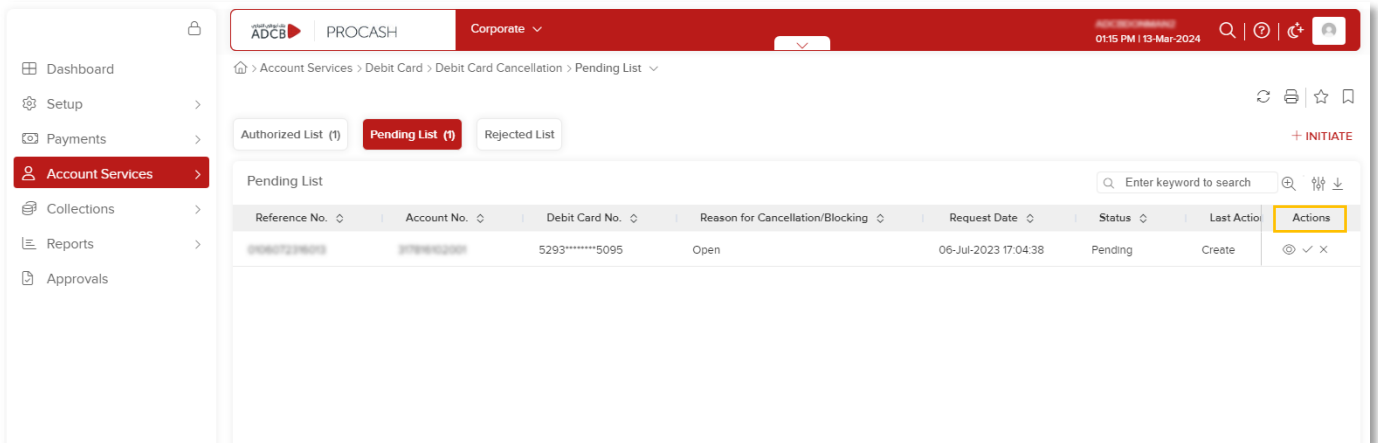


Image 29 – Debit Card Cancellation | Pending List option

In the Rejection List page, you can see a list of all rejected requests in a table format. You can also perform some actions available in the last column of this table like accepting a rejection, viewing details and resubmitting the request for authorisation (Image 30).

**Note:** You can initiate a new request by clicking on “+ INITIATE” located on the right hand side.



The screenshot displays the PROCASH web application interface. The top navigation bar is red and contains the PROCASH logo, a user profile dropdown, and the time 01:15 PM | 13-Mar-2024. The breadcrumb trail indicates the current page is 'Account Services > Debit Card > Debit Card Cancellation > Pending List'. Below the breadcrumb, there are three tabs: 'Authorized List (1)', 'Pending List (1)', and 'Rejected List'. A '+ INITIATE' button is located on the right side. The main content area shows a table with the following data:

Reference No.	Account No.	Debit Card No.	Reason for Cancellation/Blocking	Request Date	Status	Last Action	Actions
0000072300000	07000000000	5293*****5095	Open	06-Jul-2023 17:04:38	Pending	Create	⊙ ✓ ✕

Image 30 – Debit Card Cancellation | Authorized List page