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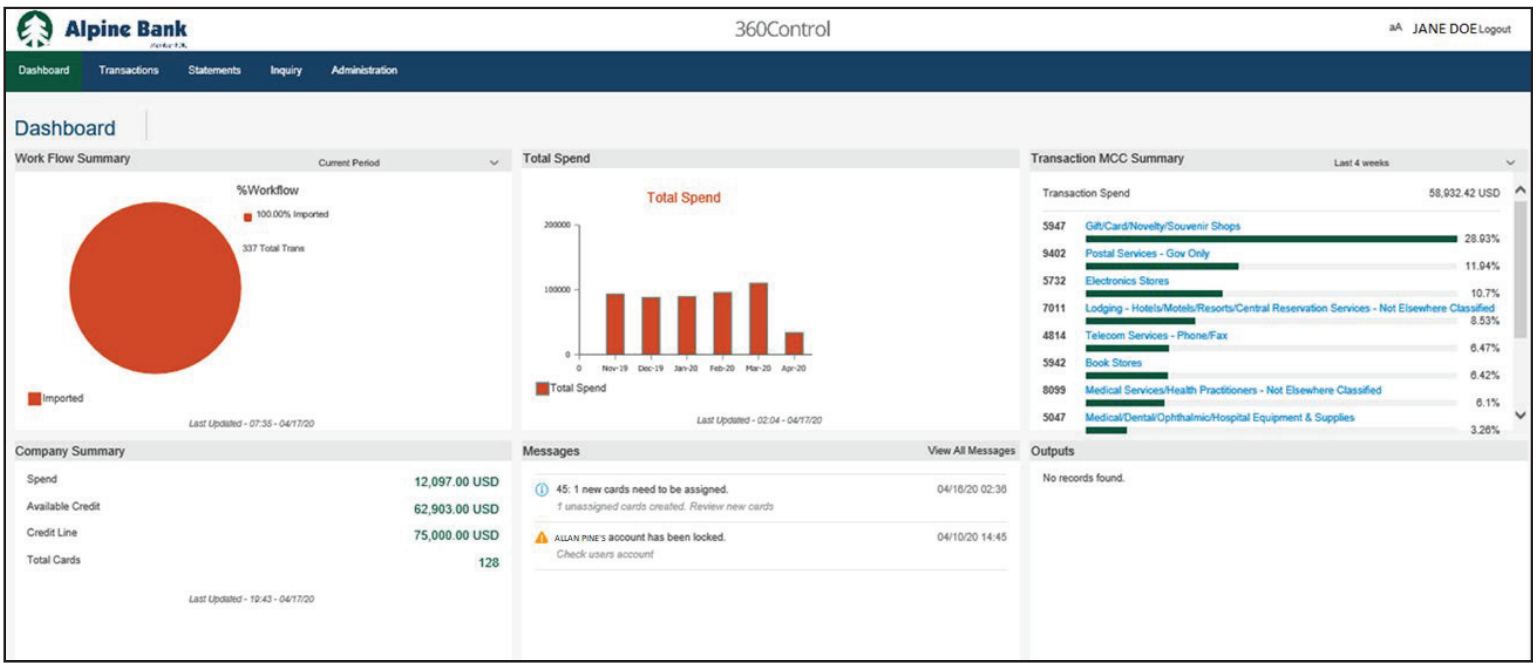


Alpine Bank
360Control
JANE DOE Logout
Dashboard
Transactions
Statements
Inquiry
Administration
Dashboard
Work Flow Summary
Current Period
%Workflow
100.00% Imported
337 Total Trans
Imported
Last Updated - 07:35 - 04/17/20
Total Spend
Total Spend
Total Spend
Last Updated - 02:04 - 04/17/20
Transaction MCC Summary
Last 4 weeks
Transaction Spend
58,932.42 USD
5947 Gift/Card/Novelty/Souvenir Shops 28.93%
9402 Postal Services - Gov Only 11.94%
5732 Electronics Stores 10.7%
7011 Lodging - Hotels/Motels/Resorts/Central Reservation Services - Not Elsewhere Classified 8.53%
4814 Telecom Services - Phone/Fax 6.47%
5942 Book Stores 6.42%
8099 Medical Services/Health Practitioners - Not Elsewhere Classified 6.1%
5047 Medical/Dental/Ophthalmic/Hospital Equipment & Supplies 3.26%
Company Summary
Spend 12,097.00 USD
Available Credit 62,903.00 USD
Credit Line 75,000.00 USD
Total Cards 128
Last Updated - 19:43 - 04/17/20
Messages
View All Messages
45: 1 new cards need to be assigned. 04/16/20 02:36
1 unassigned cards created. Review new cards
ALLAN PINE'S account has been locked. 04/10/20 14:45
Check users account
Outputs
No records found.

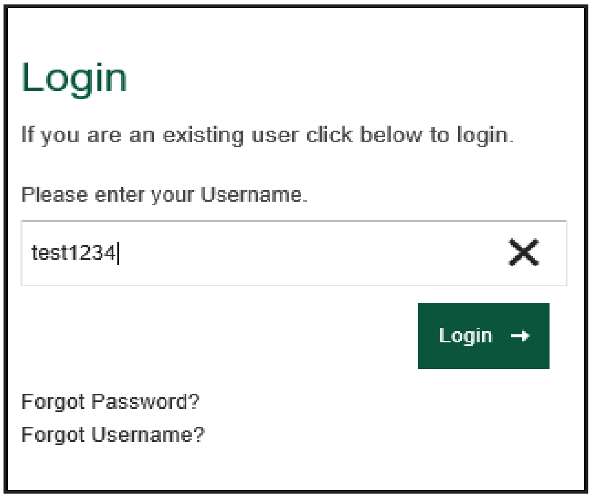
GETTING STARTED

You will receive your login credentials via email. It is important for you to log into your account and set up your 360Control credentials.

1. Go to: www.alpinebank.com and click **Online logins** then **360Control**
2. Input your user name, password and the last four digits of your main business phone number into the login screen.
3. The first time you log into the system you must change your password and establish a security question.

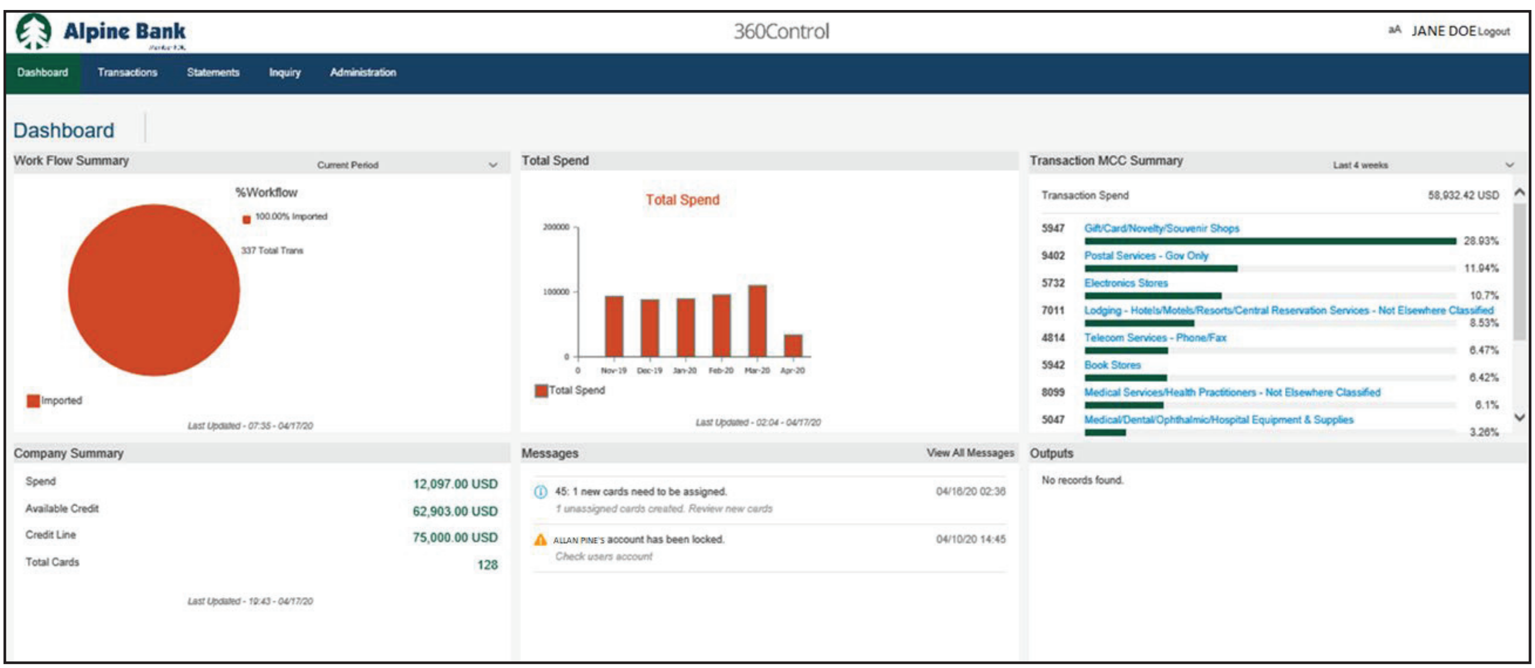
Password Requirements:

- Combination of uppercase and lowercase
- Numeric characters
- Minimum of eight characters in length



DASHBOARD

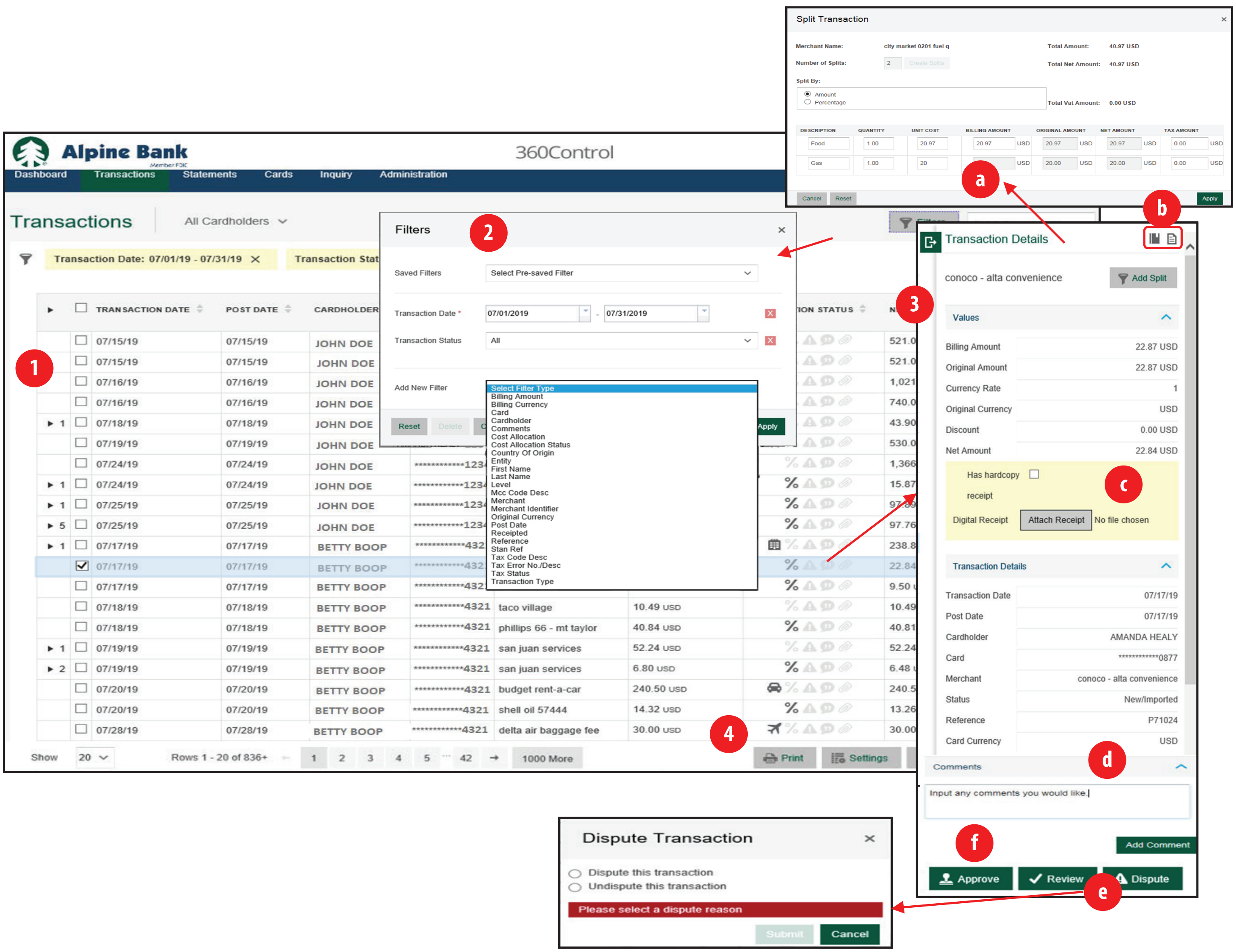
The Dashboard provides an overview of the company summary, total spend, transaction merchant category code (MCC) summary, messages and output details based on your setup. As a program administrator you can view all cardholders.



TRANSACTIONS TAB

The Transactions screen is a powerful tool designed to enable you to prepare transactions for transfer to a general ledger, view full details of cardholder transactions, upload receipts, dispute transactions and output transaction reports.

1. You may view all cardholder transactions or filter by individual cardholder.
2. Filter your results to gain the specific transaction information you need.
3. Click on any transaction to view additional details or to work with the transaction.
   a. Split the transaction into separate GL accounts.
   b. Click on to review a log of actions performed on a selected transaction. Click on to view the full details of the selected transaction.
   c. You may attach receipts to any transaction.
   d. Add comments to any transaction.
   e. File a credit card dispute with one click. Our 3rd party provider will contact the business directly to continue the dispute process.
   f. Approve/Review transactions.
4. Print or export any transaction report. Settings allows you to add, remove or reorder the fields/columns on the transactionscreen and export to a Microsoft Excel, QuickBooks® or Quicken file format.



STATEMENTS TAB

The Statements Tab allows you to view the online statements for your cardholders or your billing control account.

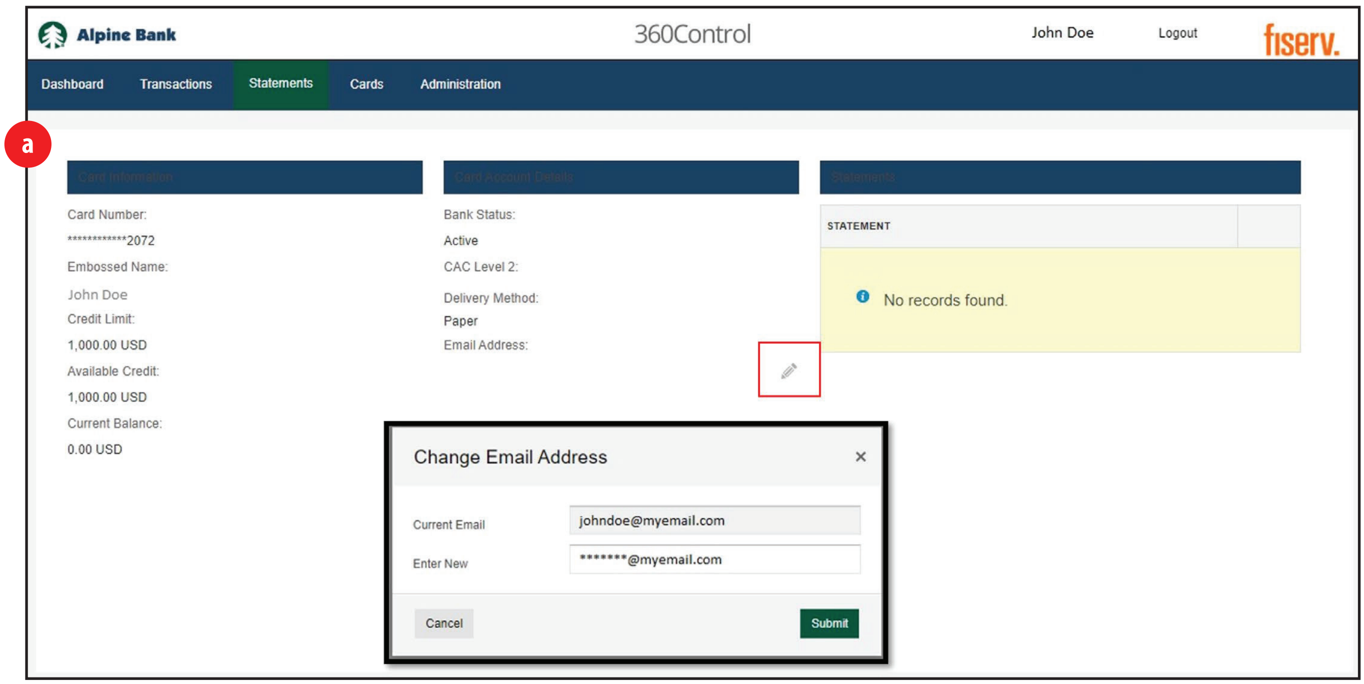
You must enroll in eStatements to see the statement for the control account and each individual cardholder. To enroll:

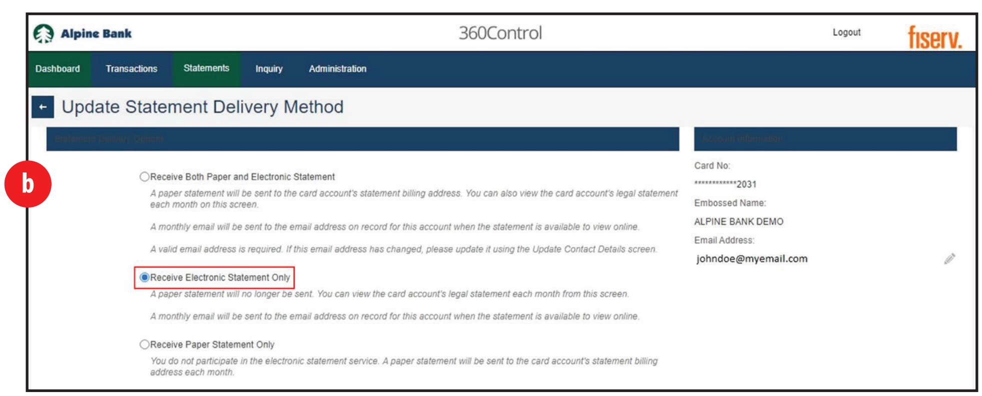
a. Click the pencil icon under email address

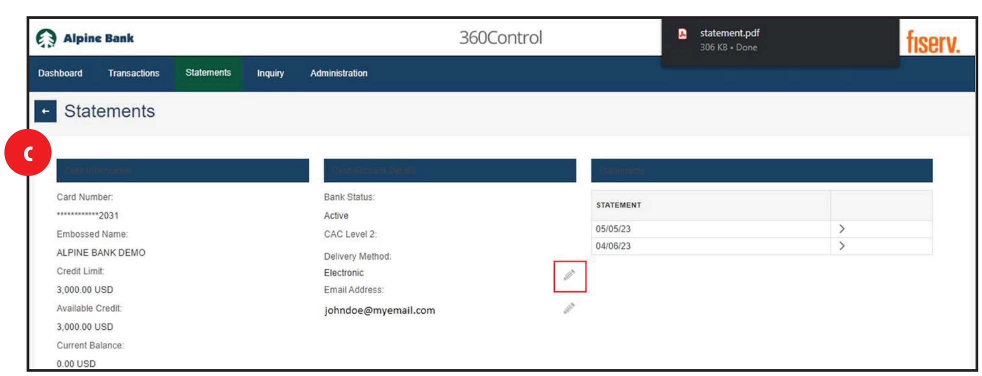
b. Enter the New Email and click Submit

c. Click the pencil icon under Delivery Method

Once you have enrolled in eStatements, it may take 1-2 billing cycles for your first electronic statement to generate.







INQUIRY TAB (REPORTS)

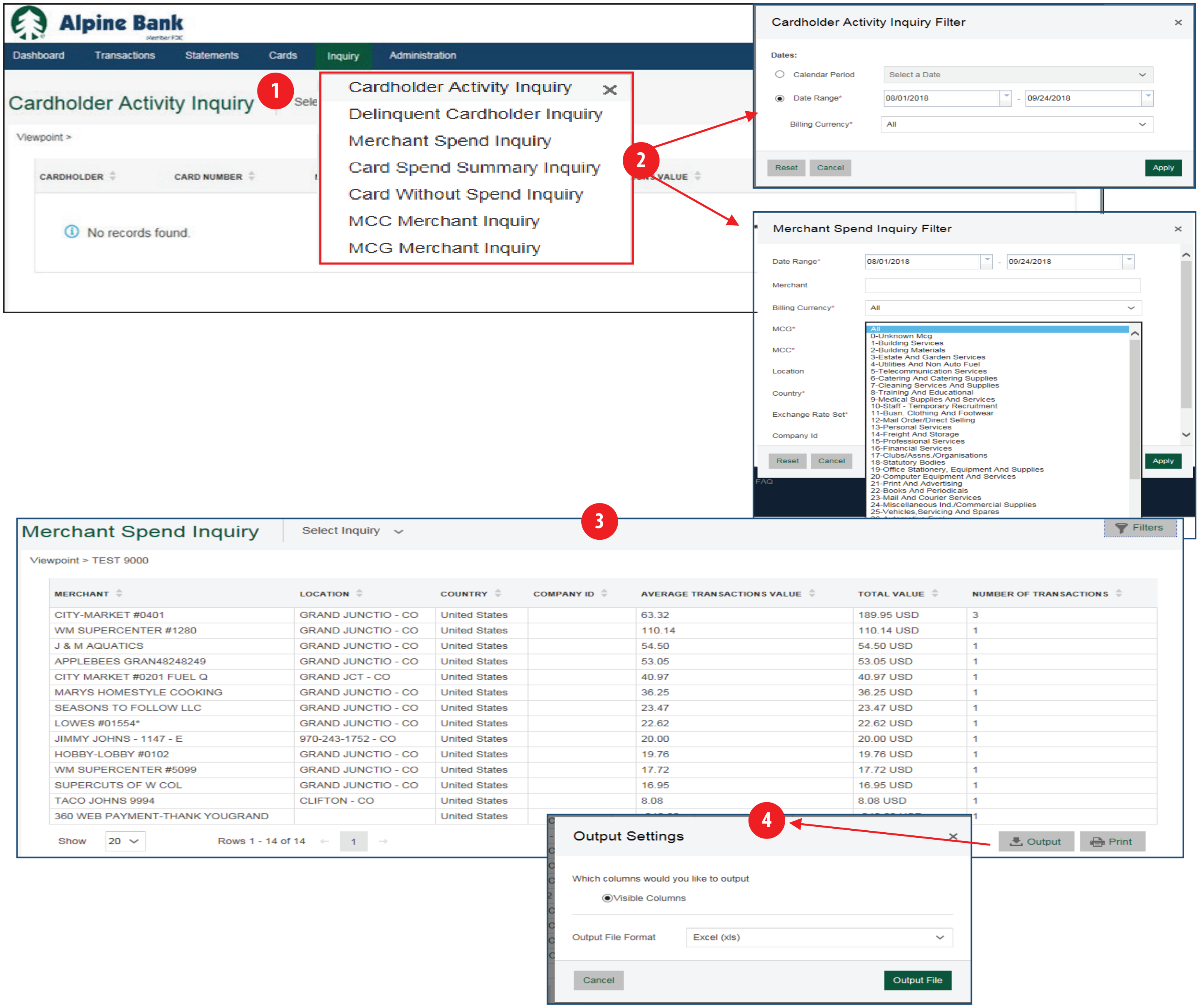
The Inquiry Tab provides information on cardholder spending such as average transaction value, total amount and number of transactions, by Merchant Category Group (MCG), or Merchant Category Code (MCC).

1.There are seven inquiry options.

2.Each option creates a different filtering pop-up search box that may be used to further narrow the results.

3.The inquiry results are displayed.

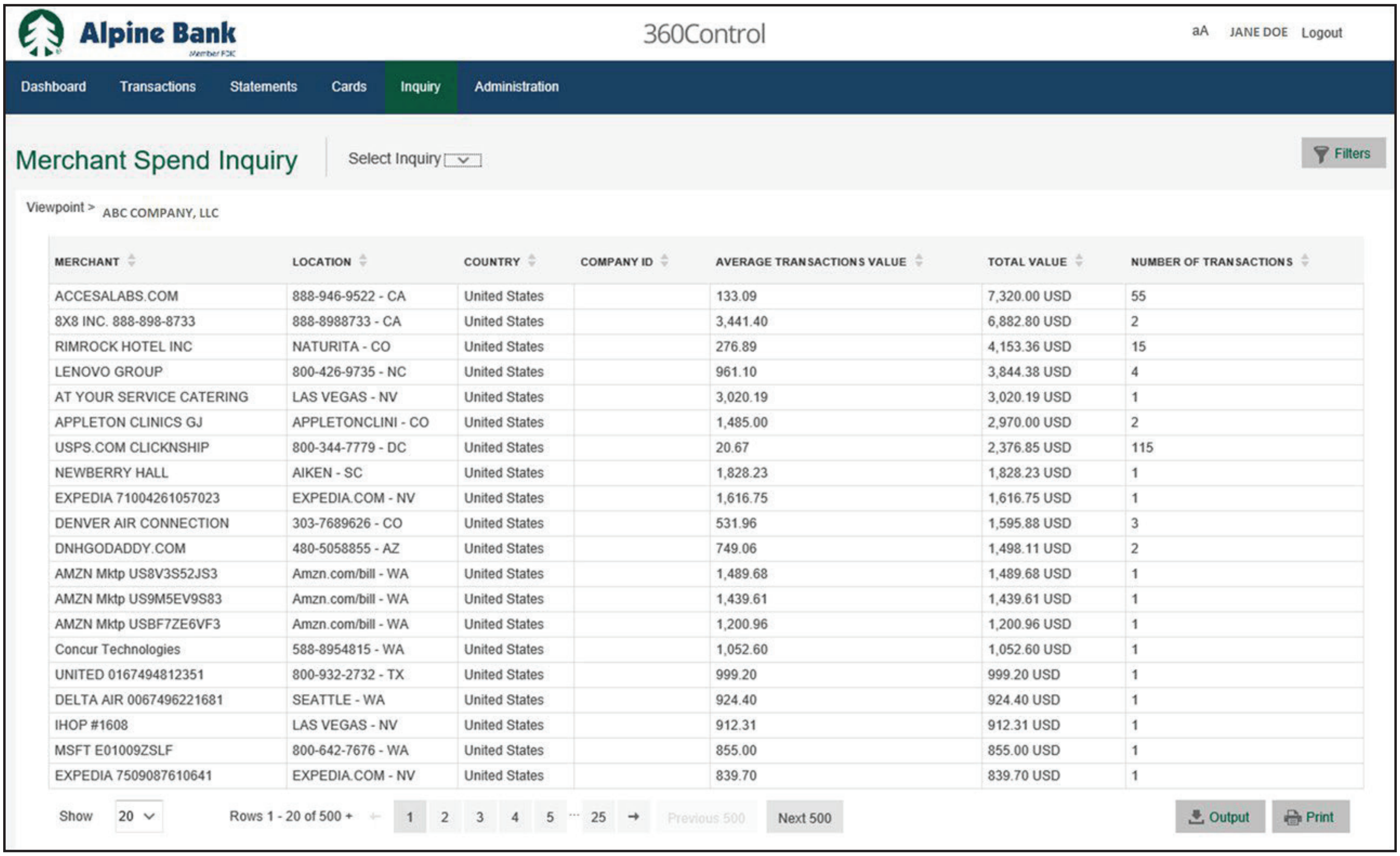
4.The results can be exported as an Microsoft Excel spreadsheet or printed.



INQUIRY TAB (REPORTS - CONTINUED)

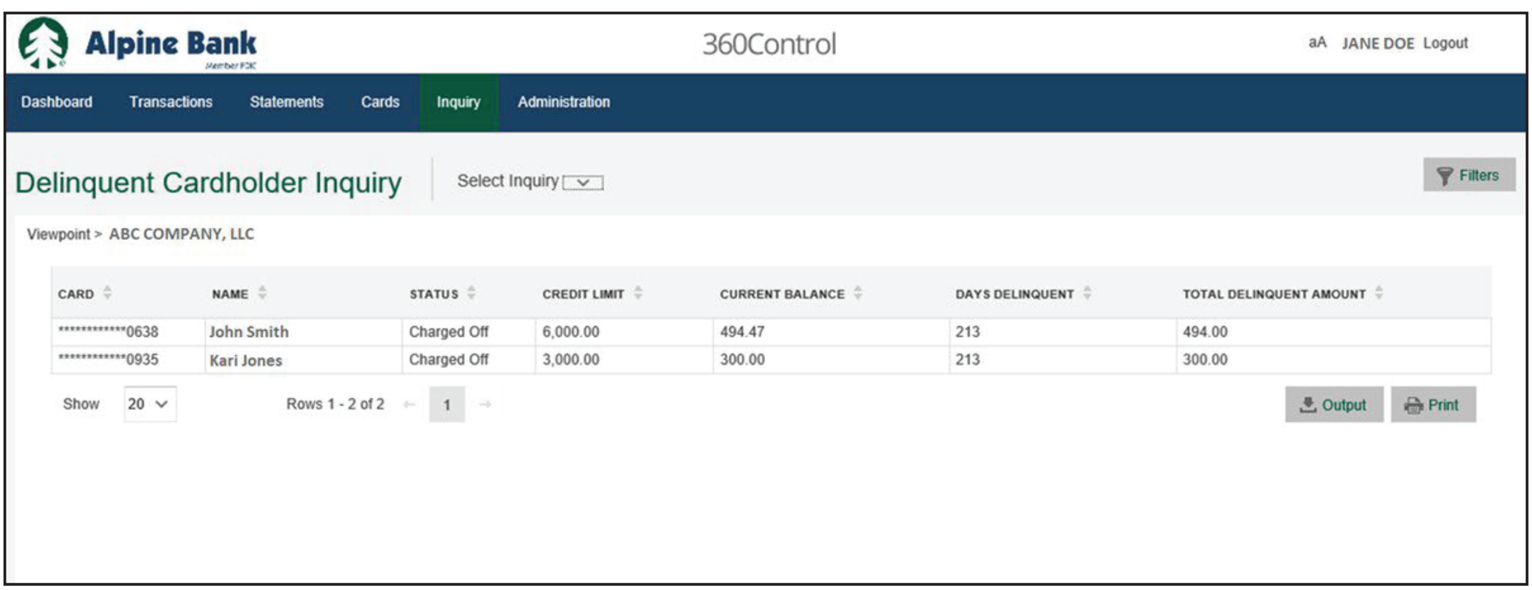
The most commonly used reports within the Inquiry Tab are:

Merchant Spend Inquiry: This report shows where your employees have used their cards, the average transaction value, total value (spent) and number of transactions at that merchant.



MERCHANT	LOCATION	COUNTRY	COMPANY ID	AVERAGE TRANSACTIONS VALUE	TOTAL VALUE	NUMBER OF TRANSACTIONS
ACCESALABS.COM	888-946-9522 - CA	United States		133.09	7,320.00 USD	55
8X8 INC. 888-898-8733	888-8988733 - CA	United States		3,441.40	6,882.80 USD	2
RIMROCK HOTEL INC	NATURITA - CO	United States		276.89	4,153.36 USD	15
LENOVO GROUP	800-426-9735 - NC	United States		961.10	3,844.38 USD	4
AT YOUR SERVICE CATERING	LAS VEGAS - NV	United States		3,020.19	3,020.19 USD	1
APPLETON CLINICS GJ	APPLETONCLINI - CO	United States		1,485.00	2,970.00 USD	2
USPS.COM CLICKNSHIP	800-344-7779 - DC	United States		20.67	2,376.85 USD	115
NEWBERRY HALL	AIKEN - SC	United States		1,828.23	1,828.23 USD	1
EXPEDIA 71004261057023	EXPEDIA.COM - NV	United States		1,616.75	1,616.75 USD	1
DENVER AIR CONNECTION	303-7689626 - CO	United States		531.96	1,595.88 USD	3
DNHGODADDY.COM	480-5058855 - AZ	United States		749.06	1,498.11 USD	2
AMZN Mktp US8V3S52JS3	Amzn.com/bill - WA	United States		1,489.68	1,489.68 USD	1
AMZN Mktp US9M5EV9S83	Amzn.com/bill - WA	United States		1,439.61	1,439.61 USD	1
AMZN Mktp USBF7ZE6VF3	Amzn.com/bill - WA	United States		1,200.96	1,200.96 USD	1
Concur Technologies	588-8954815 - WA	United States		1,052.60	1,052.60 USD	1
UNITED 0167494812351	800-932-2732 - TX	United States		999.20	999.20 USD	1
DELTA AIR 0067496221681	SEATTLE - WA	United States		924.40	924.40 USD	1
IHOP #1608	LAS VEGAS - NV	United States		912.31	912.31 USD	1
MSFT E01009ZSLF	800-642-7676 - WA	United States		855.00	855.00 USD	1
EXPEDIA 7509087610641	EXPEDIA.COM - NV	United States		839.70	839.70 USD	1

Delinquent Cardholder Inquiry: This report shows a history of all past due cardholders. It includes the card status, the credit limit, current balance, days delinquent and total delinquent amount.

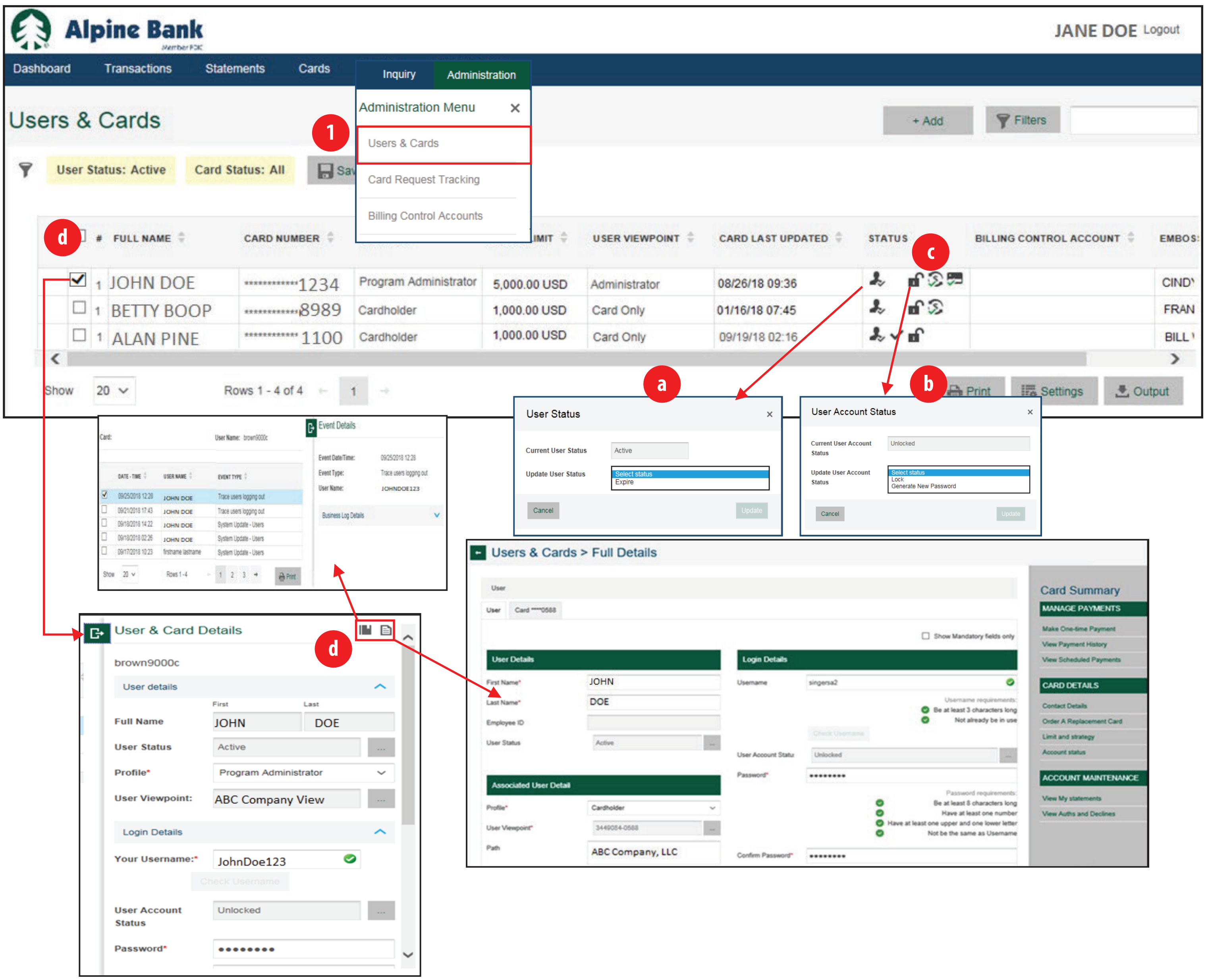


CARD	NAME	STATUS	CREDIT LIMIT	CURRENT BALANCE	DAYS DELINQUENT	TOTAL DELINQUENT AMOUNT
************0638	John Smith	Charged Off	6,000.00	494.47	213	494.00
************0935	Kari Jones	Charged Off	3,000.00	300.00	213	300.00

ADMINISTRATOR - USERS & CARDS (MANAGING EXISTING CARDHOLDERS)

The Administration Tab combines the User and Card Management screens so you can manage your employees and cards from one area within the system.

1. Users & Cards will provide a list of all active cardholders.
   a. The cardholder is active. Click on the icon to change the status to **Expired**.
   b. The cardholder's account is unlocked. Click on the icon to lock or reset the user's password.
   c. Indicates that the user is a transaction approver and indicates the user is a request approver.
   d. To view summary details for any of the users and/or cards on the screen, click the check box to select the row. This will display the summary details dialog box on the right side of the screen.
      - Click on to review a log of actions performed within the online management system.
      - Click on to view the full details of the selected transaction. Card Summary will be on the right handside to order cards, update cardholder limits and strategies, and change the account status.



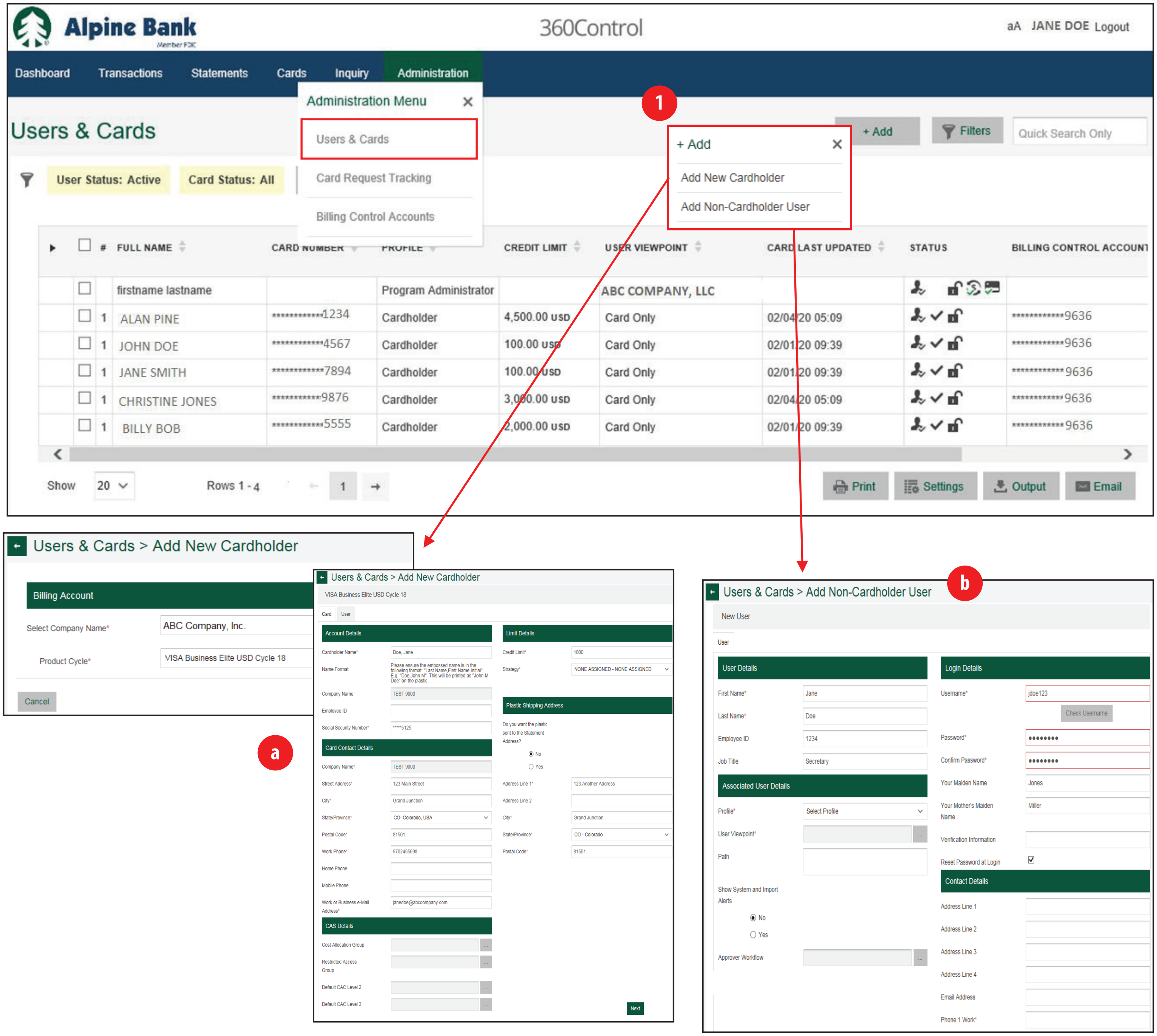
ADMINISTRATOR - USERS & CARDS (NEW CARDHOLDERS AND ONLINE MANAGEMENT USERS)

The Administration Tab combines the User and Card Management screens so you can manage employees and cards from one area within the system.

1. You can order a new card for an employee or add a new user for the online management system.

   a.New Cardholder - Click on **+Add > Add New Cardholder** and then complete the setup fields. Mandatory fields are marked with an * symbol.

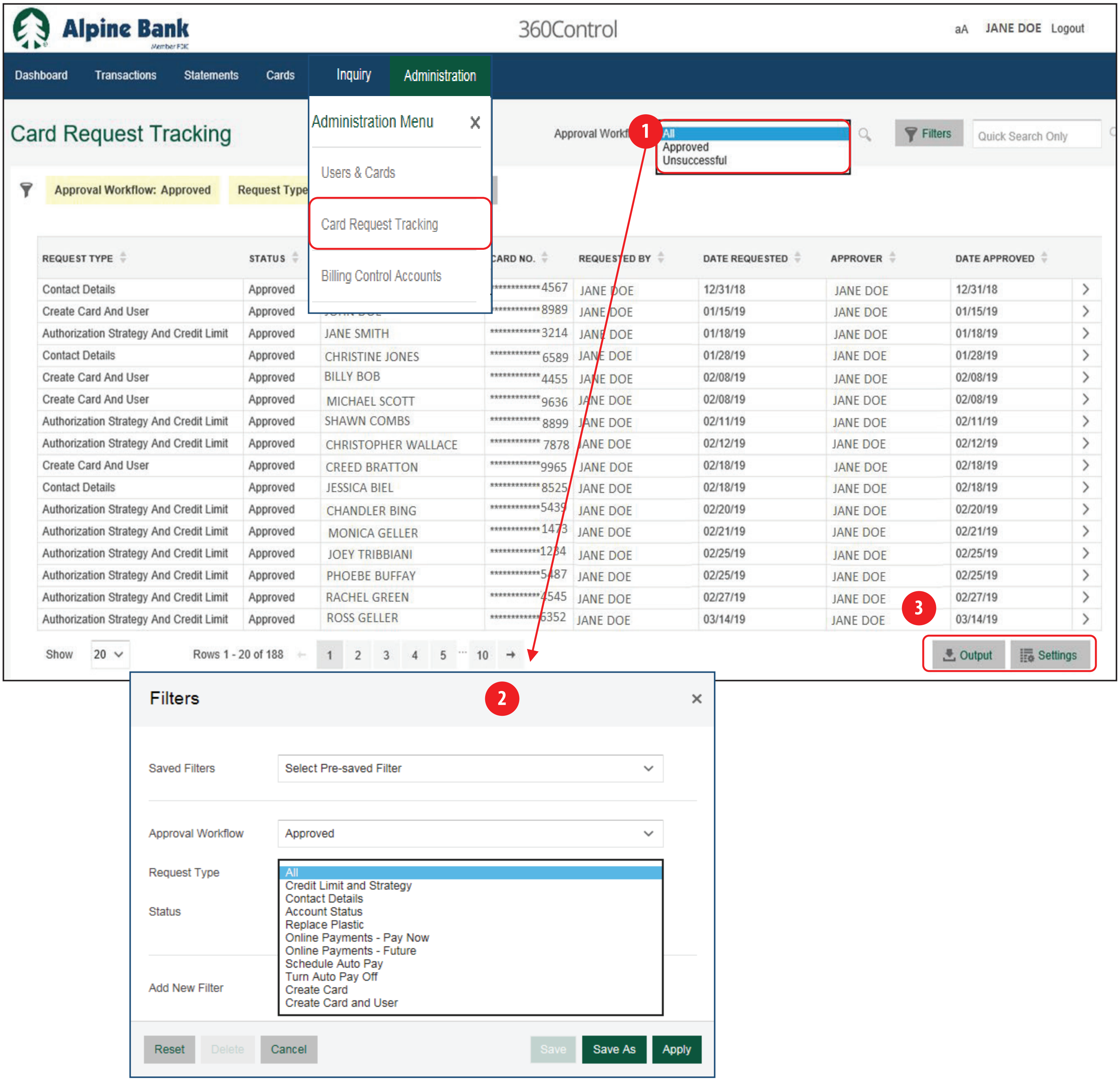
   b.New Online Management User - Click on **+Add > Add Non-Cardholder User** and then complete the setup fields. Mandatory fields are marked with an * symbol. To restrict the list, select **Show Mandatory Fields Only**.



CARD REQUEST TRACKING

The Card Request Tracking within the Administration Tab shows a list of the company's card management actions. If your company has established approval criteria, approvers may reject or approve requests from this screen.

1. You can search for All, Approved or Unsuccessful card requests.
2. The filter allows you to narrow a search to the different card request types.
3. Output allows you to export search criteria to an Microsoft Excel spreadsheet. Settings allows you to select what information is displayed in the search criteria.



BILLING CONTROL ACCOUNTS

If your business is set up with a billing control account, you can see the details of the Control Account from this screen. The functions available on the Billing Control Accounts screen are the same as those found on the User and Card screen except that the icon for the full detail panel does not appear. If you have a control account, all payments to the account will be made here and not to individual accounts.

1. The control account is active. Click on the icon to change the status to **Expires** if you want to change the control account to inactive.
2. The control account is unlocked. Click on the icon to lock or reset the user's password.

3.You can **Print** your results, adjust what is displayed in your search criteria by selecting **Settings**, and **Output** allows you to exportyour search criteria to an Microsoft Excel spreadsheet.

4.To view Control Account details, click the check box to select the row. This will display the summary details dialog box on the right side of the screen.

5.Click on **Useful Links** at the bottom of the details list to access the payment options. Select the payment option desired andcomplete all required fields.