



CONTENTS

Getting Started Dashboard	2
Transactions Tab	3
Statements Tab	4
Inquiry Tab (Reports) Administrator	5, 6
Users & Cards	7, 8
Card Request Tracking	9
Billing Control Accounts	10

The screenshot displays the 360Control dashboard for Alpine Bank. The interface includes a navigation menu with options like Dashboard, Transactions, Statements, Inquiry, and Administration. The main content area is divided into several sections:

- Work Flow Summary:** A pie chart showing 100.00% of 337 total transactions imported.
- Total Spend:** A bar chart showing monthly spend from Nov-19 to Apr-20.
- Transaction MCC Summary:** A list of transaction categories with their respective percentages, such as Gift/Card/Novelty/Souvenir Shops at 28.93%.
- Company Summary:** Key financial metrics including Spend (12,097.00 USD), Available Credit (62,903.00 USD), Credit Line (75,000.00 USD), and Total Cards (128).
- Messages:** System alerts, such as "45: 1 new cards need to be assigned" and "ALLAN PINE'S account has been locked".
- Outputs:** A section currently showing "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

Login

If you are an existing user click below to login.

Please enter your Username.

test1234|
✕

Login →

[Forgot Password?](#)

[Forgot Username?](#)

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.

Alpine Bank
Member FDIC

360Control

JA JANE DOE Logout

Dashboard
Transactions
Statements
Inquiry
Administration

Dashboard

Work Flow Summary

Current Period

100.00% Imported
337 Total Trans

■ Imported

Last Updated - 07:35 - 04/17/20

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%
5542	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 - 12:43 - 04/17/20

Messages

View All Messages

i 45: 1 new cards need to be assigned.
1 unassigned cards created. Review new cards
04/18/20 02:30

! ALLAN PINE's account has been locked.
Check users account
04/10/20 14:45

Outputs

No records found.

Questions? Please feel free to contact Alpine Bank at 970-257-5999

alpinebank.com | Member FDIC | Revised 04/2025

Page 02

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 transactions screen and export to a Microsoft Excel, QuickBooks® or Quicken file format.

The screenshot displays the 360Control Transactions interface. The main area shows a list of transactions with columns for Transaction Date, Post Date, and Cardholder. A 'Filters' dialog box is open, showing filters for Transaction Date (07/01/2019 - 07/31/2019) and Transaction Status (All). A 'Split Transaction' dialog is also visible, showing details for a transaction with a Total Amount of 40.97 USD. A 'Transaction Details' panel is open for a transaction from Conoco - Alta Convenience, showing values like Billing Amount (22.87 USD) and Net Amount (22.84 USD). A 'Dispute Transaction' dialog is shown at the bottom, with options to 'Dispute this transaction' or 'Undispute this transaction'. A 'Comments' section is also visible, allowing users to add comments to the transaction.

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.

Alpine Bank 360Control John Doe Logout **fiserv.**

Dashboard Transactions **Statements** Cards Administration

a

Card Information: Card Number: *****2072, Embossed Name: John Doe, Credit Limit: 1,000.00 USD, Available Credit: 1,000.00 USD, Current Balance: 0.00 USD

Card Account Details: Bank Status: Active, CAC Level 2: , Delivery Method: Paper, Email Address: [Pencil Icon]

STATEMENT: No records found.

Change Email Address

Current Email: johndoe@myemail.com
 Enter New: *****@myemail.com
 Cancel Submit

Alpine Bank 360Control Logout **fiserv.**

Dashboard Transactions Statements **Inquiry** Administration

b

Update Statement Delivery Method

Receive Both Paper and Electronic Statement
 A paper statement will be sent to the card account's statement billing address. You can also view the card account's legal statement each month on this screen.
 A monthly email will be sent to the email address on record for this account when the statement is available to view online.
 A valid email address is required. If this email address has changed, please update it using the Update Contact Details screen.

Receive Electronic Statement Only
 A paper statement will no longer be sent. You can view the card account's legal statement each month from this screen.
 A monthly email will be sent to the email address on record for this account when the statement is available to view online.

Receive Paper Statement Only
 You do not participate in the electronic statement service. A paper statement will be sent to the card account's statement billing address each month.

Card No: *****2031
 Embossed Name: ALPINE BANK DEMO
 Email Address: johndoe@myemail.com [Pencil Icon]

Alpine Bank 360Control statement.pdf 300 KB • Done **fiserv.**

Dashboard Transactions Statements **Inquiry** Administration

c

Statements

Card Information: Card Number: *****2031, Embossed Name: ALPINE BANK DEMO, Credit Limit: 3,000.00 USD, Available Credit: 3,000.00 USD, Current Balance: 0.00 USD

Card Account Details: Bank Status: Active, CAC Level 2: , Delivery Method: Electronic, Email Address: johndoe@myemail.com [Pencil Icon]

STATEMENT: 05/05/23 >, 04/06/23 >

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.

The screenshot shows the Alpine Bank interface for the 'Inquiry' tab. A red box labeled '1' highlights the 'Cardholder Activity Inquiry' menu. A second red box labeled '2' highlights the dropdown menu options: 'Cardholder Activity Inquiry', 'Delinquent Cardholder Inquiry', 'Merchant Spend Inquiry', 'Card Spend Summary Inquiry', 'Card Without Spend Inquiry', 'MCC Merchant Inquiry', and 'MCG Merchant Inquiry'. A third red box labeled '3' highlights the 'Merchant Spend Inquiry' results table. A fourth red box labeled '4' highlights the 'Output Settings' dialog box.

Cardholder Activity Inquiry Filter

Dates:
 Calendar Period
 Date Range* -
 Billing Currency*
 [Reset] [Cancel] [Apply]

Merchant Spend Inquiry Filter

Date Range* -
 Merchant
 Billing Currency*
 MCG*
 MCC*
 Location
 Country*
 Exchange Rate Set*
 Company Id
 [Reset] [Cancel] [Apply]

Merchant Spend Inquiry | Select Inquiry | Filters

Viewpoint > TEST 9000

MERCHANT	LOCATION	COUNTRY	COMPANY ID	AVERAGE TRANSACTIONS VALUE	TOTAL VALUE	NUMBER OF TRANSACTIONS
CITY-MARKET #0401	GRAND JUNCTIO - CO	United States		63.32	189.95 USD	3
WM SUPERCENTER #1280	GRAND JUNCTIO - CO	United States		110.14	110.14 USD	1
J & M AQUATICS	GRAND JUNCTIO - CO	United States		54.50	54.50 USD	1
APPLEBEES GRAN48248249	GRAND JUNCTIO - CO	United States		53.05	53.05 USD	1
CITY MARKET #0201 FUEL Q	GRAND JCT - CO	United States		40.97	40.97 USD	1
MARYS HOMESTYLE COOKING	GRAND JUNCTIO - CO	United States		36.25	36.25 USD	1
SEASONS TO FOLLOW LLC	GRAND JUNCTIO - CO	United States		23.47	23.47 USD	1
LOWES #01554*	GRAND JUNCTIO - CO	United States		22.62	22.62 USD	1
JIMMY JOHNS - 1147 - E	970-243-1752 - CO	United States		20.00	20.00 USD	1
HOBBY-LOBBY #0102	GRAND JUNCTIO - CO	United States		19.76	19.76 USD	1
WM SUPERCENTER #5099	GRAND JUNCTIO - CO	United States		17.72	17.72 USD	1
SUPERCUTS OF W COL	GRAND JUNCTIO - CO	United States		16.95	16.95 USD	1
TACO JOHNS 9994	CLIFTON - CO	United States		8.08	8.08 USD	1
360 WEB PAYMENT-THANK YOUGRAND		United States				1

Show 20 | Rows 1 - 14 of 14 | 1 | [Output] [Print]

Output Settings

Which columns would you like to output
 Visible Columns

Output File Format
 [Cancel] [Output File]

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.


360Control
aA JANE DOE Logout

Dashboard Transactions Statements Cards Inquiry Administration

Merchant Spend Inquiry

Select Inquiry

Filters

Viewpoint > ABC COMPANY, LLC

MERCHANT	LOCATION	COUNTRY	COMPANY ID	AVERAGE TRANSACTION'S VALUE	TOTAL VALUE	NUMBER OF TRANSACTIONS
ACCESLABS.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

Show
Rows 1 - 20 of 500
1 2 3 4 5 ... 25
Previous 500
Next 500
Output Print

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.


360Control
aA JANE DOE Logout

Dashboard Transactions Statements Cards Inquiry Administration

Delinquent Cardholder Inquiry

Select Inquiry

Filters

Viewpoint > ABC COMPANY, LLC

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

Show
Rows 1 - 2 of 2
1
Output Print

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.

The screenshot shows the 'Users & Cards' administration page in the Alpine Bank system. The interface includes a navigation menu, a table of users, and several detail panels.

#	FULL NAME	CARD NUMBER	LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT	EMBOS
<input checked="" type="checkbox"/>	1 JOHN DOE	*****1234	Program Administrator	5,000.00 USD	Administrator	08/26/18 09:36		CINDY
<input type="checkbox"/>	1 BETTY BOOP	*****8989	Cardholder	1,000.00 USD	Card Only	01/16/18 07:45		FRAN
<input type="checkbox"/>	1 ALAN PINE	*****1100	Cardholder	1,000.00 USD	Card Only	09/19/18 02:16		BILL

Callout a: Points to the 'User Status' dialog box, which shows the current status as 'Active' and options to 'Select Status' or 'Expire'.

Callout b: Points to the 'User Account Status' dialog box, which shows the current status as 'Unlocked' and options to 'Select Status', 'Lock', or 'Generate New Password'.

Callout c: Points to the status icons in the table, including a person icon, a lock icon, and a checkmark icon.

Callout d: Points to the 'User & Card Details' panel, which displays comprehensive information for the selected user (John Doe), including full name, user status, profile, login details, and associated user details.

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**.

The screenshot shows the 360Control Administration interface. The 'Administration Menu' is open, showing 'Users & Cards' as the selected option. The main area displays a table of users and cards. A red box labeled '1' highlights the '+ Add' button, and another red box highlights the 'Add New Cardholder' and 'Add Non-Cardholder User' options. A red arrow points from the '+ Add' button to the 'Add New Cardholder' option.

	#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT
		firstname lastname		Program Administrator		ABC COMPANY, LLC			
<input type="checkbox"/>	1	ALAN PINE	*****1234	Cardholder	4,500.00 USD	Card Only	02/04/20 05:09		*****9636
<input type="checkbox"/>	1	JOHN DOE	*****4567	Cardholder	100.00 USD	Card Only	02/01/20 09:39		*****9636
<input type="checkbox"/>	1	JANE SMITH	*****7894	Cardholder	100.00 USD	Card Only	02/01/20 09:39		*****9636
<input type="checkbox"/>	1	CHRISTINE JONES	*****9876	Cardholder	3,000.00 USD	Card Only	02/04/20 05:09		*****9636
<input type="checkbox"/>	1	BILLY BOB	*****5555	Cardholder	2,000.00 USD	Card Only	02/01/20 09:39		*****9636

The screenshot shows the 'Users & Cards > Add New Cardholder' form. A red circle 'a' is placed over the 'Billing Account' section. The form includes fields for 'Select Company Name' (ABC Company, Inc.), 'Product Cycle' (VISA Business Elite USD Cycle 18), and various account details like 'Cardholder Name', 'Name Format', 'Company Name', 'Employee ID', 'Social Security Number', 'Card Contact Details', and 'CAS Details'.

The screenshot shows the 'Users & Cards > Add Non-Cardholder User' form. A red circle 'b' is placed over the 'New User' section. The form includes fields for 'User Details' (First Name, Last Name, Employee ID, Job Title), 'Login Details' (Username, Password, Confirm Password), 'Associated User Details' (Profile, User Viewpoint, Path), and 'Contact Details' (Address Line 1-4, Email Address, Phone 1 Work).

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.

Alpine Bank
Member FDIC

360Control

aA JANE DOE Logout

Dashboard Transactions Statements Cards Inquiry Administration

Card Request Tracking

Administration Menu

- Users & Cards
- Card Request Tracking
- Billing Control Accounts

Approval Workflow: Approved Request Type

Approval Workflow: All Approved Unsuccessful

Filters Quick Search Only

REQUEST TYPE	STATUS	CARD NO.	REQUESTED BY	DATE REQUESTED	APPROVER	DATE APPROVED
Contact Details	Approved	*****4567	JANE DOE	12/31/18	JANE DOE	12/31/18
Create Card And User	Approved	*****8989	JANE DOE	01/15/19	JANE DOE	01/15/19
Authorization Strategy And Credit Limit	Approved	JANE SMITH *****3214	JANE DOE	01/18/19	JANE DOE	01/18/19
Contact Details	Approved	CHRISTINE JONES *****6589	JANE DOE	01/28/19	JANE DOE	01/28/19
Create Card And User	Approved	BILLY BOB *****4455	JANE DOE	02/08/19	JANE DOE	02/08/19
Create Card And User	Approved	MICHAEL SCOTT *****9636	JANE DOE	02/08/19	JANE DOE	02/08/19
Authorization Strategy And Credit Limit	Approved	SHAWN COMBS *****8899	JANE DOE	02/11/19	JANE DOE	02/11/19
Authorization Strategy And Credit Limit	Approved	CHRISTOPHER WALLACE *****7878	JANE DOE	02/12/19	JANE DOE	02/12/19
Create Card And User	Approved	CREED BRATTON *****9965	JANE DOE	02/18/19	JANE DOE	02/18/19
Contact Details	Approved	JESSICA BIEL *****8525	JANE DOE	02/18/19	JANE DOE	02/18/19
Authorization Strategy And Credit Limit	Approved	CHANDLER BING *****5439	JANE DOE	02/20/19	JANE DOE	02/20/19
Authorization Strategy And Credit Limit	Approved	MONICA GELLER *****1473	JANE DOE	02/21/19	JANE DOE	02/21/19
Authorization Strategy And Credit Limit	Approved	JOEY TRIBBIANI *****1234	JANE DOE	02/25/19	JANE DOE	02/25/19
Authorization Strategy And Credit Limit	Approved	PHOEBE BUFFAY *****5487	JANE DOE	02/25/19	JANE DOE	02/25/19
Authorization Strategy And Credit Limit	Approved	RACHEL GREEN *****4545	JANE DOE	02/27/19	JANE DOE	02/27/19
Authorization Strategy And Credit Limit	Approved	ROSS GELLER *****6352	JANE DOE	03/14/19	JANE DOE	03/14/19

Show 20 Rows 1 - 20 of 188

Output Settings

Filters

Saved Filters Select Pre-saved Filter

Approval Workflow Approved

Request Type

- All
- Credit Limit and Strategy
- Contact Details
- Account Status
- Replace Plastic
- Online Payments - Pay Now
- Online Payments - Future
- Schedule Auto Pay
- Turn Auto Pay Off
- Create Card
- Create Card and User

Add New Filter

Reset Delete Cancel Save Save As Apply

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 export your 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 and complete all required fields.

The screenshot displays the Alpine Bank Billing Control Accounts interface. At the top, there are navigation tabs: Dashboard, Transactions, Statements, Inquiry, and Administration. The main heading is "Billing Control Accounts". Below this, there are filters for "User Status: Active" and "Card Status:". A table lists account details with columns for "EMBOSSED NAME", "CARD", "CYCLE", and "CARD PRODUCT". A row for "ABC COMPANY, INC." is selected, with a checkmark in the "Show" column. An "Administration Menu" is open, showing "Billing Control Accounts" as a selected option. A "Billing Control Account Details" dialog box is open, showing fields for "User details", "Card details", "Card Product", "Billing Currency", "Login Details", "User Account Status", "Password", and "Confirm Password". A "Useful Links" dialog box is also open, listing options like "Automatic Payments", "Make One-time Payment", "Set-up Automatic Payments", "View Payment History", "View Scheduled Payments", "View Auths and Declines", and "Edit User Preferences".