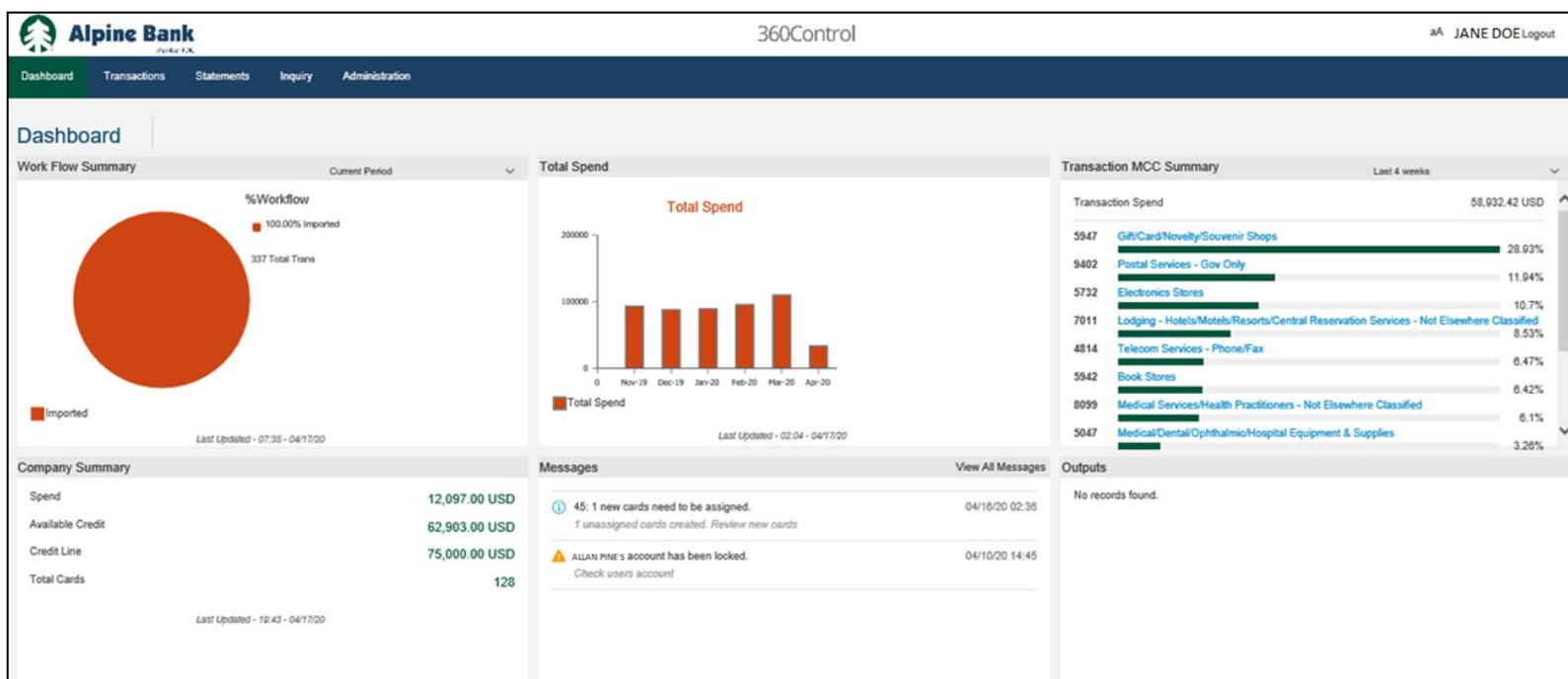




CONTENTS

Getting Started Dashboard	2
Transactions Tab	3
Statements Tab	4
Inquiry Tab (Reports) Administrator -	5, 6
Users & Cards Card Request	7, 8
Travel Notices	9
Tracking	10
Billing Control Accounts	11



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 Last Four Digits of Main Business Phone into the login screen.
3. The first time you log into the system you will be required to change your password and establish a security question.

Password Requirements:

Combination of uppercase and lowercase

Numeric characters

Minimum of 8 characters in length

Login

If you are an existing user click below to login.

Please enter your Username.

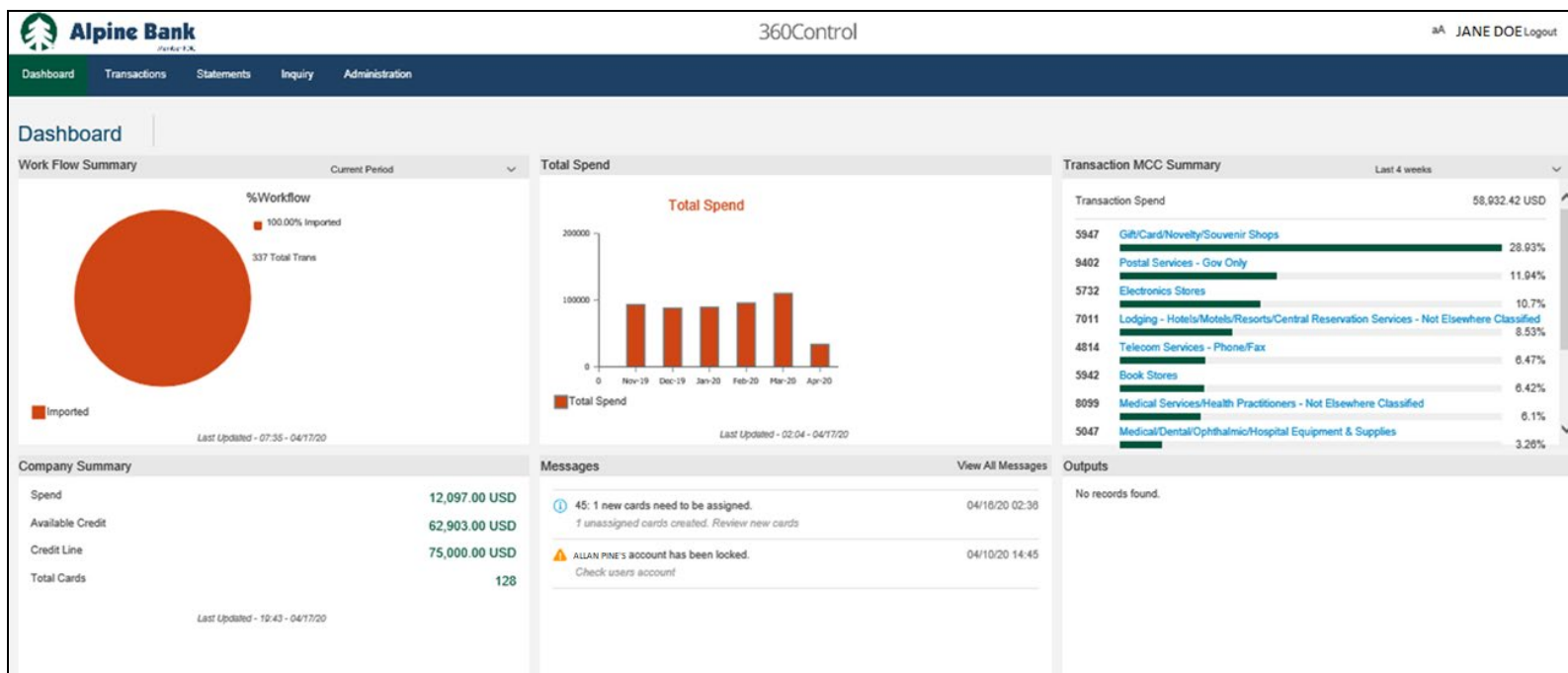
✕

Login →

[Forgot Password?](#)
[Forgot Username?](#)



DASHBOARD

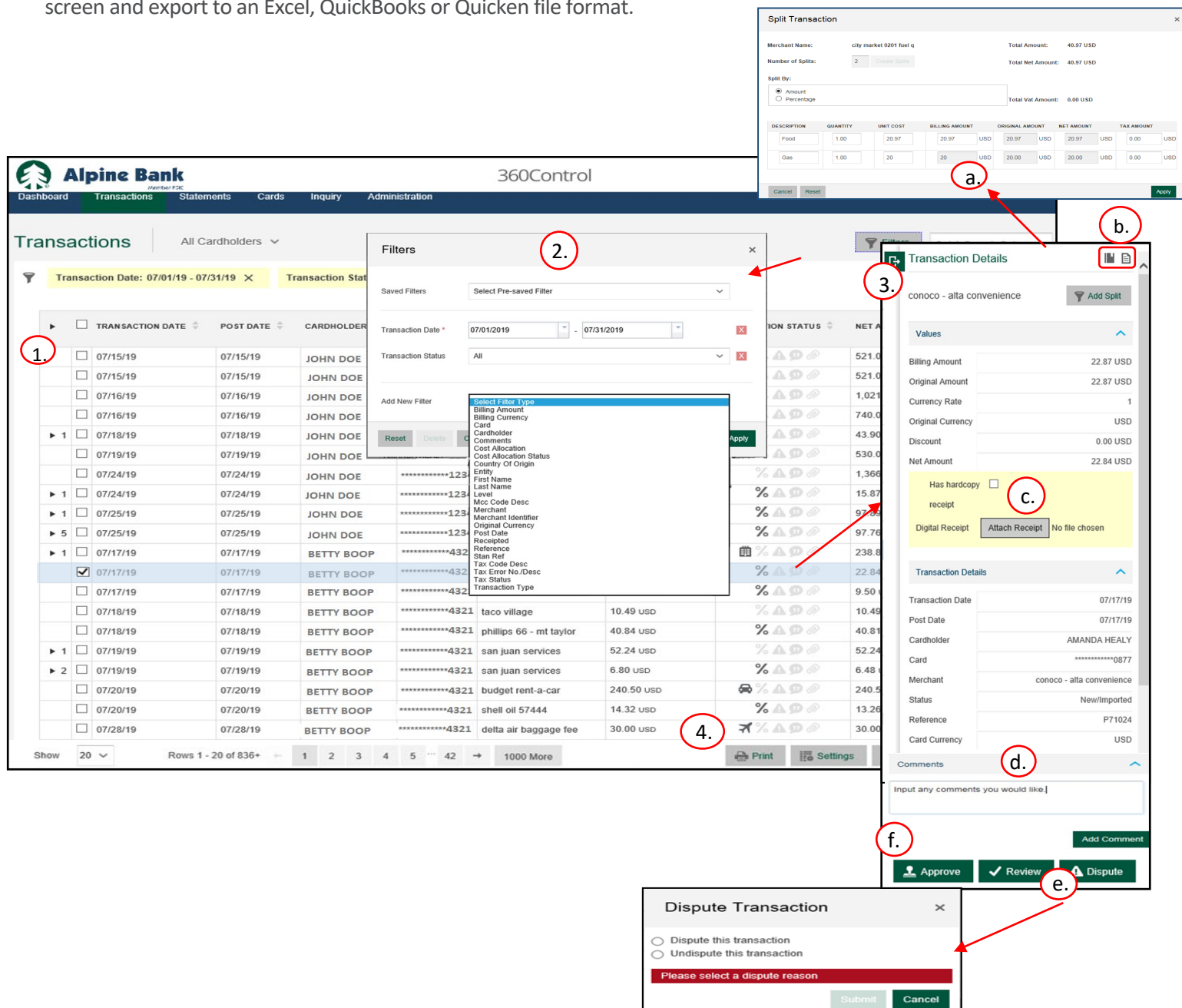
The Dashboard provides an overview of the company summary, total spend, transaction MMC summary, messages and output details based on your setup. As a program administrator you can view all cardholders.



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.

- You may view all cardholder transactions or filter by individual cardholder.
- Filter your results to gain the specific transaction information you need.
- Click on any transaction to view additional details or to work with the transaction.
 - Split the transaction into separate GL accounts.
 - Click on  to review a log of actions performed on a selected transaction. Click on  to view the full details of the selected transaction.
 - You may attach receipts to any transaction.
 - Add comments to any transaction.
 - File a credit card dispute with one click. You will then be contacted directly to continue the dispute process.
 - Approve/Review transactions.
- Print or export any transaction report. Settings allows you to add, remove or reorder the fields/columns on the transaction screen and export to an Excel, QuickBooks or Quicken file format.



Split Transaction

Merchant Name: city market 0201 fuel q Total Amount: 40.97 USD
 Number of Splits: 2 Total Net Amount: 40.97 USD
 Split By: Amount Total Vat Amount: 0.00 USD

DESCRIPTION	QUANTITY	UNIT COST	BILLING AMOUNT	ORIGINAL AMOUNT	NET AMOUNT	TAX AMOUNT
Food	1.00	20.97	20.97 USD	20.97 USD	20.97 USD	0.00 USD
Gas	1.00	20	20 USD	20.00 USD	20.00 USD	0.00 USD

Transactions

Transaction Date: 07/01/19 - 07/31/19 Transaction Status: All

TRANSACTION DATE	POST DATE	CARDHOLDER	TRANSACTION STATUS	NET A
07/15/19	07/15/19	JOHN DOE		521.0
07/15/19	07/15/19	JOHN DOE		521.0
07/16/19	07/16/19	JOHN DOE		1,021
07/16/19	07/16/19	JOHN DOE		740.0
07/18/19	07/18/19	JOHN DOE		43.90
07/19/19	07/19/19	JOHN DOE		530.0
07/24/19	07/24/19	JOHN DOE		1,366
07/24/19	07/24/19	JOHN DOE		15.87
07/25/19	07/25/19	JOHN DOE		97.76
07/25/19	07/25/19	JOHN DOE		97.76
07/17/19	07/17/19	BETTY BOOP		238.8
07/17/19	07/17/19	BETTY BOOP		22.84
07/17/19	07/17/19	BETTY BOOP		9.50
07/18/19	07/18/19	BETTY BOOP		10.49
07/18/19	07/18/19	BETTY BOOP		40.81
07/19/19	07/19/19	BETTY BOOP		52.24
07/19/19	07/19/19	BETTY BOOP		6.48
07/20/19	07/20/19	BETTY BOOP		240.50
07/20/19	07/20/19	BETTY BOOP		13.26
07/28/19	07/28/19	BETTY BOOP		30.00

Filters

Transaction Date: 07/01/2019 - 07/31/2019
 Transaction Status: All

Transaction Details

conoco - alta convenience

Values

Billing Amount: 22.87 USD
 Original Amount: 22.87 USD
 Currency Rate: 1
 Original Currency: USD
 Discount: 0.00 USD
 Net Amount: 22.84 USD

Has hardcopy receipt: ☐
 Digital Receipt: No file chosen

Transaction Details

Transaction Date: 07/17/19
 Post Date: 07/17/19
 Cardholder: AMANDA HEALY
 Card: *****0877
 Merchant: conoco - alta convenience
 Status: New/Imported
 Reference: P71024
 Card Currency: USD

Dispute Transaction

☐ Dispute this transaction
☐ Undispute this transaction

Please select a dispute reason

STATEMENTS TAB

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

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

- Click the pencil icon under email address
- Enter the New Email and click Submit
- 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

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

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

a.

Alpine Bank 360Control Logout **fiserv.**

Dashboard Transactions Statements **Inquiry** Administration

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]

b.

Alpine Bank 360Control statement.pdf 306 Kb • Done **fiserv.**

Dashboard Transactions Statements **Inquiry** Administration

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

Bank Status: Active

CAC Level 2:

Delivery Method: Electronic

Email Address: johndoe@myemail.com [Pencil icon]

STATEMENT

Statement Date	Statement Period
05/05/23	>
04/06/23	>

c.

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 Excel spreadsheet or printed.

Cardholder Activity Inquiry Filter

Dates:
☐ Calendar Period
☒ Date Range* 08/01/2018 - 09/24/2018
 Billing Currency* All
 [Reset] [Cancel] [Apply]

Merchant Spend Inquiry Filter

Date Range* 08/01/2018 - 09/24/2018
 Merchant
 Billing Currency* All
 MCG*
 MCC*
 Location
 Country*
 Exchange Rate Set*
 Company Id
 [Reset] [Cancel] [Apply]

Merchant Spend Inquiry

Select Inquiry ▼

Viewpoint > TEST 9000

MERCHANT	LOCATION	COUNTRY	COMPANY ID	AVERAGE TRANSACTION'S 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 Settings

Which columns would you like to output
☒ Visible Columns
 Output File Format Excel (xls)
 [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.

 **Alpine Bank**
Member FDIC

360Control

aA JANE DOE Logout

DashboardTransactionsStatementsCards**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 Mkt US8V3S52JS3	Amzn.com/bill - WA	United States		1,489.68	1,489.68 USD	1
AMZN Mkt US9M5EV9S83	Amzn.com/bill - WA	United States		1,439.61	1,439.61 USD	1
AMZN Mkt 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 20 ▾

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 delinquent cardholders. It includes the card status, the credit limit, current balance, days delinquent and total delinquent amount.

 **Alpine Bank**
Member FDIC

360Control

aA JANE DOE Logout

DashboardTransactionsStatementsCards**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 20 ▾

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.

- The cardholder is active. Click on the icon to change the status to "Expired".
- The cardholder's account is unlocked. Click on the icon to lock or reset the user's password.
- Indicates that the user is a transaction approver and indicates the user is a request approver.
- 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 hand side to order cards, update cardholder limits and strategies, and change the account status.

Alpine Bank Member #32C JANE DOE Logout

Dashboard Transactions Statements Cards Inquiry **Administration**

Users & Cards

Administration Menu x

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

+ Add Filters

User Status: Active Card Status: All Save

	#	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

Show 20 Rows 1 - 4 of 4 1

Print Settings Output

User Status x

Current User Status: Active

Update User Status: Select status (Active, Expire)

Cancel Update

User Account Status x

Current User Account Status: Unlocked

Update User Account Status: Select status (Unlocked, Lock, Generate New Password)

Cancel Update

Event Details

User Name: brown9000c

Event Date/Time: 09/25/2019 12:28

Event Type: Trace users logging out

User Name: JOHNDOE123

Business Log Details v

DATE-TIME USER NAME EVENT TYPE

- ☒ 09/25/2019 12:28 JOHN DOE Trace users logging out
- ☐ 09/25/2019 17:43 JOHN DOE Trace users logging out
- ☐ 09/16/2019 14:22 JOHN DOE System Update - Users
- ☐ 09/16/2019 02:26 JOHN DOE System Update - Users
- ☐ 09/17/2019 12:23 Testname lastname System Update - Users

Show 20 Rows 1 - 4 1 Print

Users & Cards > Full Details

User: Card 0588

User Details

First Name: JOHN Last Name: DOE

Employee ID: User Status: Active

Login Details

Username: singns2

User Account Status: Unlocked

Associated User Detail

Profile: Cardholder

User Viewpoint: 3449004-0588

Path: ABC Company, LLC

Confirm Password: *****

Card Summary

MANAGE PAYMENTS

- Make One-time Payment
- View Payment History
- View Scheduled Payments

CARD DETAILS

- Contact Details
- Order A Replacement Card
- Limit and strategy
- Account status

ACCOUNT MAINTENANCE

- View My statements
- View Auths and Declines

User & Card Details

brown9000c

User details

Full Name: JOHN DOE

User Status: Active

Profile: Program Administrator

User Viewpoint: ABC Company View

Login Details

Your Username: JohnDoe123

Check Username

User Account Status: Unlocked

Password: *****

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.

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

Alpine Bank Member FDIC

360Control

aA JANE DOE Logout

Dashboard Transactions Statements Cards Inquiry **Administration**

Users & Cards

User Status: Active Card Status: All

Administration Menu

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

+ Add

- Add New Cardholder
- Add Non-Cardholder User

	#	FULL NAME	CARD NUMBER	PROFILE	CREDIT LIMIT	USER VIEWPOINT	CARD LAST UPDATED	STATUS	BILLING CONTROL ACCOUNT
<input type="checkbox"/>		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

Show 20 Rows 1 - 4

Print Settings Output Email

Users & Cards > Add New Cardholder

Billing Account

Select Company Name* ABC Company, Inc.

Product Cycle* VISA Business Elite USD Cycle 18

Cancel

Users & Cards > Add New Cardholder

VISA Business Elite USD Cycle 18

Card User

Account Details

Cardholder Name* Doe, Jane

Name Format Please ensure the embossed name is in the following format: "Last Name, First Name Initial". E.g. "Doe, John M." This will be printed as "John M Doe" on the plastic.

Company Name TEST 9000

Employee ID

Social Security Number* ****5125

Limit Details

Credit Limit* 1000

Strategy* NONE ASSIGNED - NONE ASSIGNED

Plastic Shipping Address

Do you want the plastic sent to the Statement Address?

☐ No ☐ Yes

Card Contact Details

Company Name* TEST 9000

Street Address* 123 Main Street

City* Grand Junction

State/Province* CO - Colorado, USA

Postal Code* 81501

Work Phone* 9702455898

Home Phone

Mobile Phone

Work or Business e-Mail Address* janedoe@abccompany.com

CAS Details

Cost Allocation Group

Restricted Access Group

Default CAC Level 2

Default CAC Level 3

Next

Users & Cards > Add Non-Cardholder User

New User

User

User Details

First Name* Jane

Last Name* Doe

Employee ID 1234

Job Title Secretary

Login Details

Username* jdoe123

Check Username

Password* *****

Confirm Password* *****

Associated User Details

Profile* Select Profile

User Viewpoint*

Path

Show System and Import Alerts

☐ No ☐ Yes

Approver Workflow

Contact Details

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Email Address

Phone 1 Work*

1. Click on the cardholder that you would like to add a Travel Notice for
2. Scroll down on the right-hand side and select **Payments & Links**
3. Click **Add/Edit Travel Notification**
4. For domestic travel, select the state. If the cardholder is traveling internationally, type in the Country
5. Click **Submit**

Page 9

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 Excel spreadsheet. **Settings** allows you to select what information is displayed in the search criteria.

Alpine Bank 360Control aA JANE DOE Logout

Dashboard Transactions Statements Cards **Inquiry** Administration

Card Request Tracking

Approval Workflow: **All** (1) Approved Unsuccessful

Request Type: Approved

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	*****3214	JANE DOE	01/18/19	JANE DOE	01/18/19
Contact Details	Approved	*****6589	JANE DOE	01/28/19	JANE DOE	01/28/19
Create Card And User	Approved	*****4455	JANE DOE	02/08/19	JANE DOE	02/08/19
Create Card And User	Approved	*****9636	JANE DOE	02/08/19	JANE DOE	02/08/19
Authorization Strategy And Credit Limit	Approved	*****8899	JANE DOE	02/11/19	JANE DOE	02/11/19
Authorization Strategy And Credit Limit	Approved	*****7878	JANE DOE	02/12/19	JANE DOE	02/12/19
Create Card And User	Approved	*****9965	JANE DOE	02/18/19	JANE DOE	02/18/19
Contact Details	Approved	*****8525	JANE DOE	02/18/19	JANE DOE	02/18/19
Authorization Strategy And Credit Limit	Approved	*****5439	JANE DOE	02/20/19	JANE DOE	02/20/19
Authorization Strategy And Credit Limit	Approved	*****1473	JANE DOE	02/21/19	JANE DOE	02/21/19
Authorization Strategy And Credit Limit	Approved	*****1234	JANE DOE	02/25/19	JANE DOE	02/25/19
Authorization Strategy And Credit Limit	Approved	*****5487	JANE DOE	02/25/19	JANE DOE	02/25/19
Authorization Strategy And Credit Limit	Approved	*****2545	JANE DOE	02/27/19	JANE DOE	02/27/19
Authorization Strategy And Credit Limit	Approved	*****6352	JANE DOE	03/14/19	JANE DOE	03/14/19

Show 20 Rows 1 - 20 of 188 1 2 3 4 5 ... 10 →

Output **Settings** (3)

Filters (2)

Saved Filters: Select Pre-saved Filter

Approval Workflow: Approved

Request Type: All

Status:

Add New Filter

Reset Delete Cancel Save Save As Apply

BILLING CONTROL ACCOUNTS

If your business was 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 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. The main table lists control accounts with columns for Embossed Name, Card Number, Cycle, and Card Product. A red box highlights the 'Billing Control Accounts' link in the Administration Menu. A red box highlights the 'Show' button next to the first row. A red box highlights the 'Update' button in the User Status dialog box. A red box highlights the 'Update' button in the User Account Status dialog box. A red box highlights the 'Print', 'Settings', and 'Output' buttons in the main table. A red box highlights the 'Useful Links' section in the Billing Control Account Details dialog box.

1. User Status dialog box: Current User Status: Active. Update User Status: Select status (dropdown), Expire. Buttons: Cancel, Update.

2. User Account Status dialog box: Current User Account Status: Unlocked. Update User Account Status: Select status (dropdown), Lock, Generate New Password. Buttons: Cancel, Update.

3. Main table: Buttons: Print, Settings, Output.

4. Billing Control Account Details dialog box: User details (Full Name, User Status, Profile, User Viewpoint), Card details (Embossed Name, Card Number, Cycle Number, Card Status, Card Viewpoint), Card Product, Billing Currency, Login Details (Your Username, User Account Status, Password, Confirm Password, Last Successful Login), Contact Details, Credit Limit, Useful Links.

5. Useful Links section: Automatic Payments (Off), Make One-time Payment, Set-up Automatic Payments, View Payment History, View Scheduled Payments, View Auths and Declines, Edit User Preferences. Buttons: Cancel.