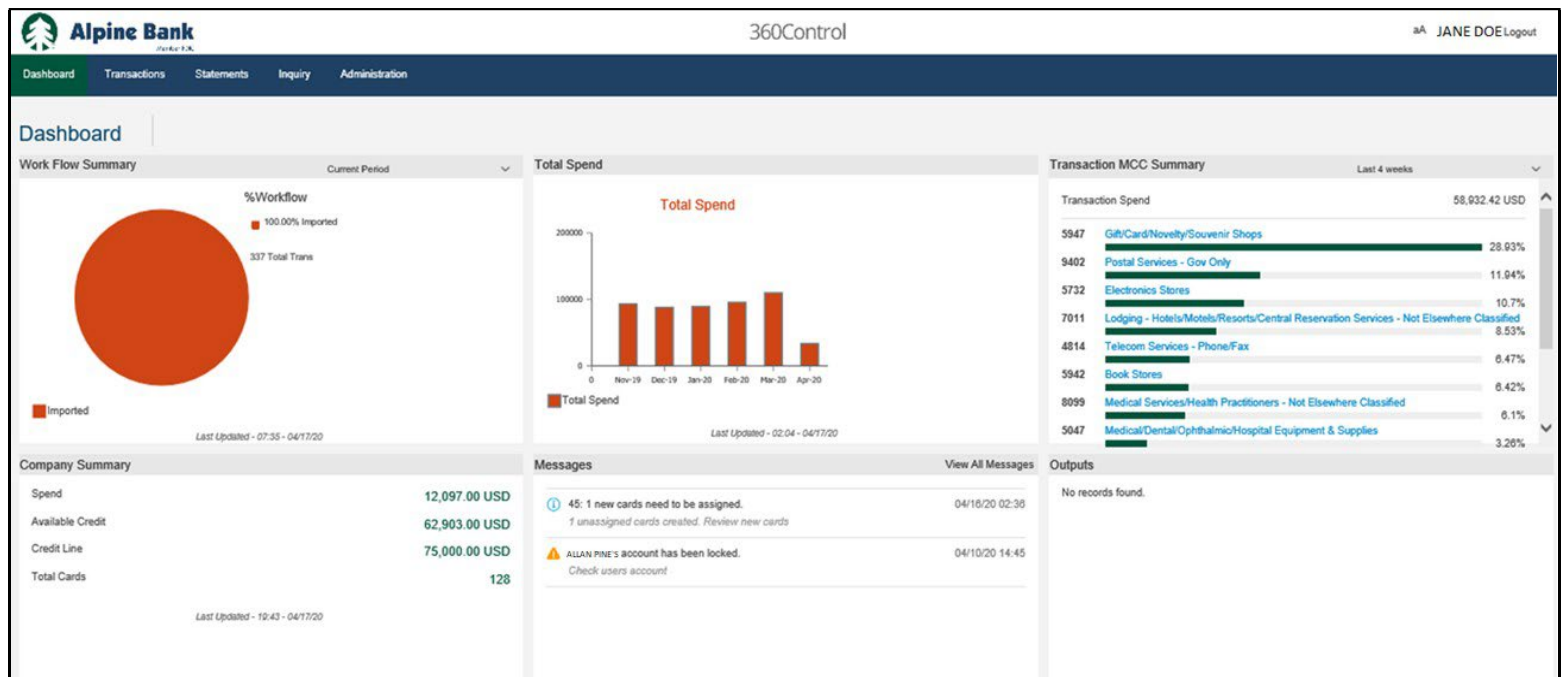




CONTENTS

Getting Started	2
Dashboard	2
Transactions Tab	3
Statements Tab	4
Cards Tab	5



GETTING STARTED

You will receive your login credentials from Alpine Bank or your program administrator.

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 in to 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.

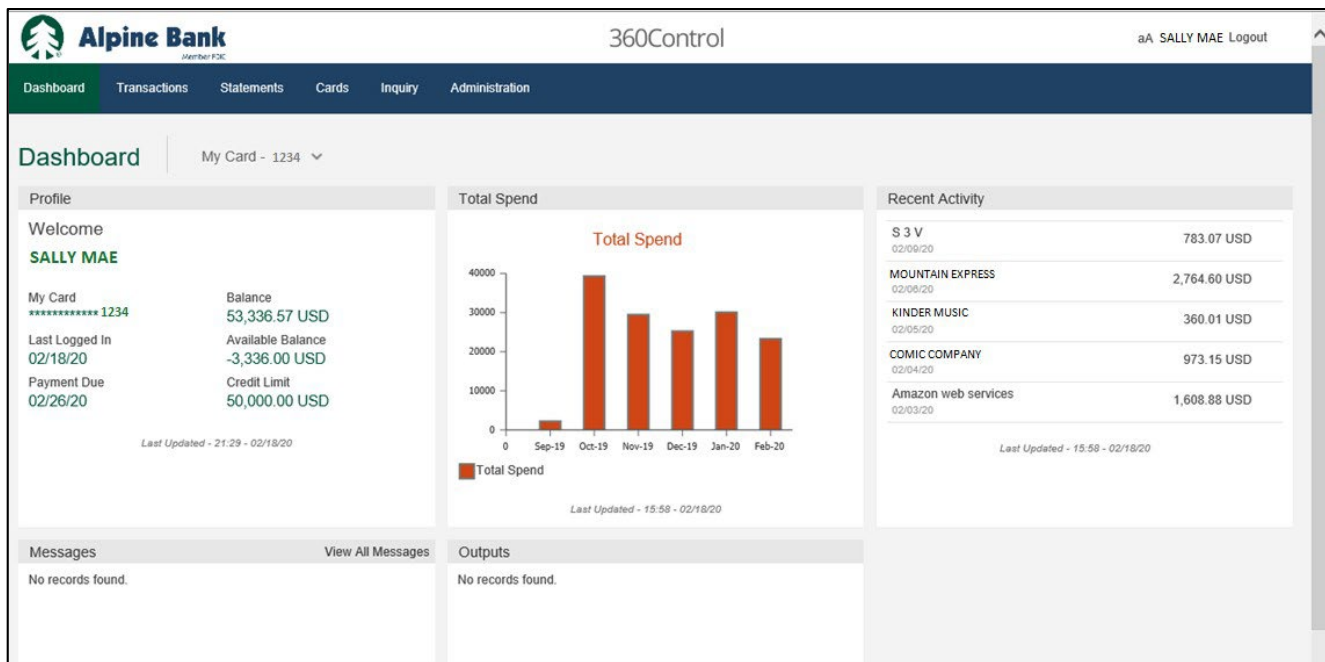
✕

Login →

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



DASHBOARD

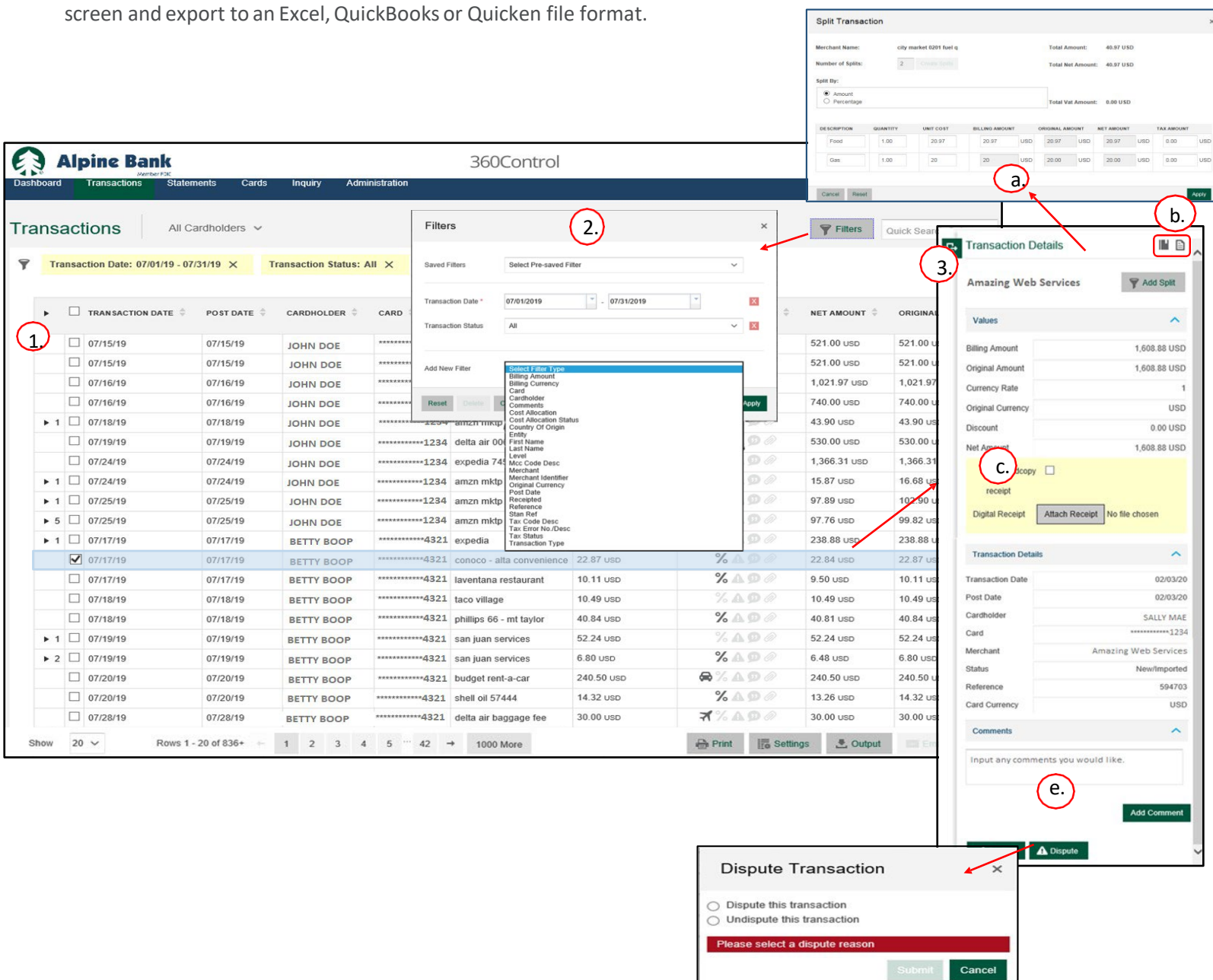
The Dashboard provides an overview of the company summary, total spend, recent activity, messages, and report outputs.



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 and search your card transactions.
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. You will then be contacted directly, to continue the dispute process.
4. Print or export any transaction report. Settings allow 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 Net 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

Filters

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

Transaction Details

Amazing Web Services

Values

Billing Amount: 1,608.88 USD
 Original Amount: 1,608.88 USD
 Currency Rate: 1
 Original Currency: USD
 Discount: 0.00 USD
 Net Amount: 1,608.88 USD

Transaction Details

Transaction Date: 02/03/20
 Post Date: 02/03/20
 Cardholder: SALLY MAE
 Card: 1234
 Merchant: Amazing Web Services
 Status: New/Imported
 Reference: 594703
 Card Currency: USD

Comments

Input any comments you would like.

Dispute Transaction

☐ Dispute this transaction
☐ Undispute this transaction

Please select a dispute reason

Submit Cancel

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 statement history. 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.

Screenshot a: The 'Statements' tab is selected. The 'Email Address' field is highlighted with a red box and a pencil icon. A 'Change Email Address' modal is open, showing the current email 'johndoe@myemail.com' and a new email '*****@myemail.com'.


Screenshot b: The 'Update Statement Delivery Method' screen is shown. The 'Receive Electronic Statement Only' option is selected and highlighted with a red box.

Screenshot c: The 'Statements' tab is selected. The 'Delivery Method' field is highlighted with a red box and a pencil icon. A table of statements is visible, showing dates 05/05/23 and 04/05/23.

CARDS

The Cards Tab allows you to view card details for a card and process account maintenance. If you have cardholder view only, you will not be able to manage payments.

1. Make a one-time payment, or set up automatic payments, view payment history and scheduled payments (*Payment feature only available if you are an individual account holder).
2. Use the contact details to update statement address, phone number and email address.
3. Order a replacement card. If a card is lost or stolen, please contact Alpine Bank as soon as possible.
4. View statements and download as a PDF by clicking Print.
5. View pending authorizations and declines on a card. The columns show date, merchant name, amount, and decline reason.


Alpine Bank
Member FDIC

360Control

aA JANE DOE Logout

Dashboard Transactions Statements **Cards** Inquiry Administration

Change Contact Details

My Card - ***1234 JANE DOE

Account Details

Card Number: *****1234

Cardholder Name: JOHN DOE

Company Name: 123 MAIN STREET

Social Security Number:

Contact Details

Address Line 1: 2020 GRAND AVENUE

Address Line 2:

City: GRAND JUNCTION

State/Province: CO- Colorado, USA

Postal Code: 81505

Work Phone Number: 970-245-9999

970-319-7894

JOHNDOE@ABCCOMPANY.COM

Edit

Card Summary

MANAGE PAYMENTS

Make One-time Payment

View Payment History

View Scheduled Payments

CARD DETAILS

Contact Details

Order A Replacement Card

ACCOUNT MAINTENANCE

View My statements

View Auths and Declines

Order a Replacement Plastic

Current Account Details

Card Number*: *****1234

Embossed Name: JOHN DOE

Company Name: ABC COMPANY, LLC

Address Line 1: 123 MAIN STREET

Address Line 2:

City: GRAND JUNCTION

State: CO

ZIP Code: 81505

Comment:

Cancel

View my Statements

My Card - ***1234 JOHN DOE

Credit Limit: 3,000.00 USD

Billing Date: 02/28/20

Due Date: N/A

Bank Status: Active

Statement Period: 02/01/20 - 02/28/20

PREVIOUS BALANCE	DEBITS	CREDITS	PAYMENTS	AVAILABLE CREDIT	CURRENT BALANCE
0.00 USD	0.00 USD(0)	0.00 USD(0)	0.00 USD(0)	3,000.00 USD	0.00 USD(0)

TRANSACTION DATE	POST DATE	MERCHANT	BILLING AMOUNT	EXCHANGE RATE	DEBIT	CREDIT	BILLING
No records found.							

View Auths and Declines

My Card ****1234

Available Credit : 1,000.00 USD

Current Balance : 0.00 USD

TRANSACTION DATE	MERCHANT	MCC	AMOUNT	RESULT	AUTH/DECLINED CODE	DECLINE REASON
10/04/19	WHITELINE fd8f4d8769	4121	88.46	AUTH GRANTED	MA	[empty]
10/04/19	KING OF CLUBS	7922	8089.75	LOST/STOLEN SUSPECT FRAUD	MD	98-Fraud suspected
10/03/19	KING OF CLUBS	7922	8089.75	LOST/STOLEN SUSPECT FRAUD	MD	98-Fraud suspected
10/02/19	456 PATTERSON	7011	4162.06	OVER LIMIT	MD	09-Overlimit