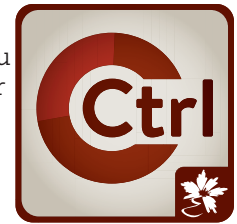


Ctrl app Preferences: Turning your card ON/OFF

Select the Educators Ctrl app icon to launch Ctrl.



1. Select "Login" and enter your credentials. Select the card you want to turn on or off. Your card will either have a red power button for OFF, or a green power button for ON in the top right hand corner of the card.
2. Select the card "ON/OFF" button.
3. Verify that you would like to turn your card ON or OFF depending on the pop-up screen.
4. Go to the card you want to enable transaction controls for. Select "Control Preferences," then select "Transaction/Merchant Types."
5. Turn the "Enable Transaction/Merchant Controls" button to the ON position, it should be green. Turn ON all of the Merchant Types that you would like to have approved for this card. When the button to the right of the Merchant Type is green, it means that it is turned ON. Select "Save."
6. Go to the card you want to set spend limits for. Select "Control Preferences" then select "Spend Limits."
7. Turn the "Per Transaction" button to the ON position, it should be green. Enter the preferred amount you would like to deny for transactions in the "Deny transactions exceeding" box. Select "Save."

