

By now, you should have received an email to get signed up for SpendTrack and manage business credit cards online. (But if you need your invitation sent again, just let us know.)

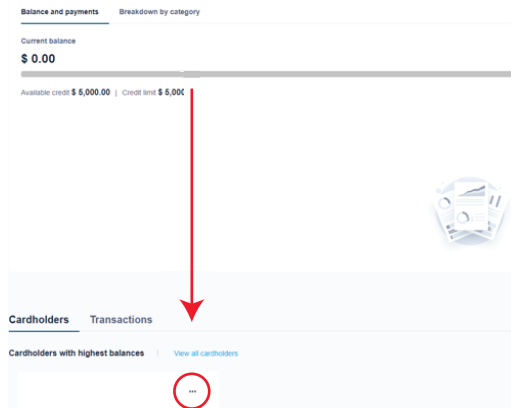
Once you've registered, it's simple to get back to the SpendTrack site through your online banking. Just look for Services > Rewards Business, launch SpendTrack, and use your credentials to log in.

This handy guide will help you find some of the most useful features of SpendTrack and do the things that need doing.

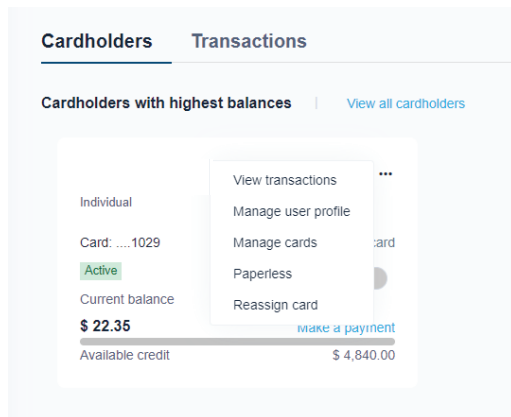
To access your payment options and uChoose Rewards* (see below for more on our rewards program).

For Individual Pay Accounts:

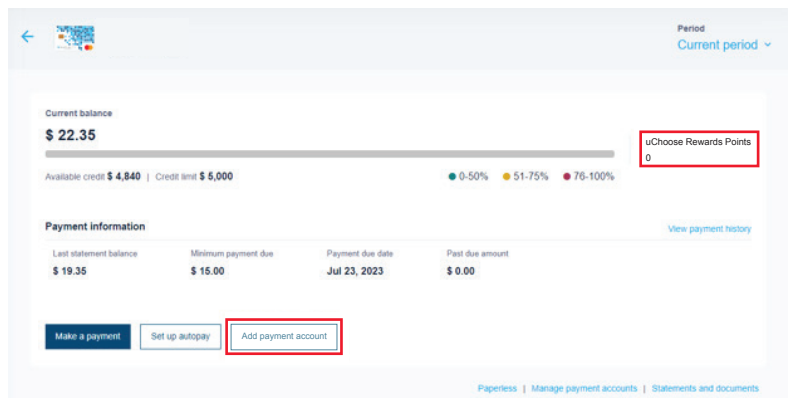
1. From the main company page click on the "Cardholders" tab.
2. Click on the three-dot menu for your options.



3. Click "View Transactions". This will open the cardholder transaction screen.



4. There you'll see payment arrangement options and your uChoose Rewards Points balance.



5. To make a payment, first add a payment account, then you can make a regular payment immediately, schedule it, or set up auto pay.
6. To access uChoose Rewards, click on the Launch symbol next to your point total. This will launch that site in a new window.

For Consolidated Pay Accounts (multiple cardholders): From the main company page, you can add a payment account to make regular, scheduled, or recurring payment and see the total number of rewards points if you have multiple cardholders.

Balance and payments

Breakdown by category

Current balance

\$ 0.00

uChoose Rewards Points

0

Available credit \$ 2,000.00

Credit limit \$ 2,000

Payment information

View payment history

Last statement balance

\$ 0.00

Minimum payment due

\$ 0.00

Payment due date

Jul 23, 2023

Past due amount

\$ 0.00

Make a payment

Set up autopay

Add payment account

Paperless

Manage payment accounts

View statements & documents

Cardholders

Transactions

Cardholders with highest balances

View all cardholders

1. To manage individual cards, click the “Cardholders” tab then the three-dot menu for more options.
2. Each cardholder will have the option to add a payment account, make a immediate or scheduled payment, and to sign up for uChoose Rewards.
(Rewards will be combined together and shown as one total under the Company Page.)

Cardholders

Transactions

Cardholders with highest balances

View all cardholders

Sub account

Card:

Active

Current balance

\$ 0.00

Available credit

\$ 2,000.00

Make a payment

Lock card

Sub account

Card:1227

Active

Current balance

\$ 0.00

Available credit

\$ 2,000.00

Make a payment

Lock card

Current balance

\$ 22.35

uChoose Rewards Points

0

Available credit \$ 4,840

Credit limit \$ 5,000

0-50%

51-75%

76-100%

Payment information

View payment history

Last statement balance

\$ 19.35

Minimum payment due

\$ 15.00

Payment due date

Jul 23, 2023

Past due amount

\$ 0.00

Make a payment

Set up autopay

Add payment account

Paperless

Manage payment accounts

Statements and documents

*More info on uChoose Rewards: Register for uChoose Rewards to start earning points on all of your purchases. You earn a minimum of 1 point per dollar spent with points good for 2 years. Check out bonus offers to earn more. Once you reach 1500 points, you can start redeeming things like cash back (statement credit), gift cards, travel and more!

The logo for Simplicity Credit Union features a stylized blue icon above the word "SIMPLICITY" in a large, bold, sans-serif font, with "CREDIT UNION" in a smaller, all-caps font below it.