

# **U.S. Coast Guard**



## **User Guide for Travel Charge Card Member Self Service**

**36555 –Travel Charge Card Tracking,  
Technology Refresh Sub-Project**

Prepared by  
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Washington, DC 20593-0001**

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# How to View Your Credit Card Data via Self Service

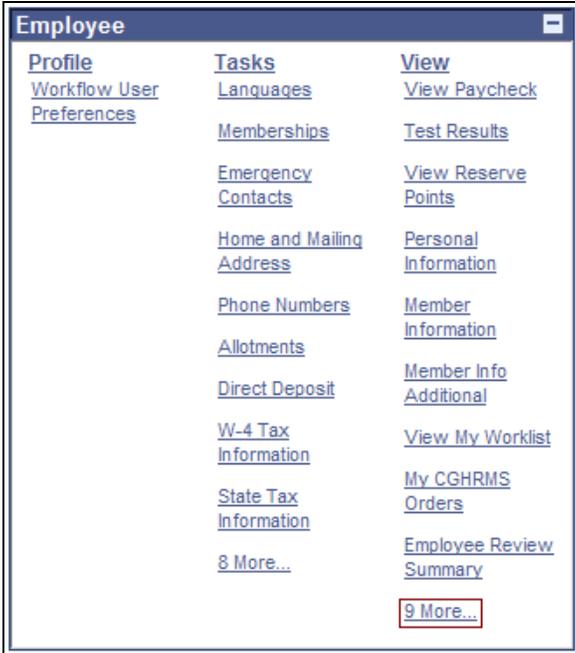
**Purpose** This functionality gives users that currently have a Travel Charge Card the capability to view their credit card information. This information is *VIEW ONLY* and cannot be edited.

| Step | Action   |
|------|--|
| 1    | <p>To view your Travel Charge Card account information, click on the <a href="#"># More...</a> link, which is the last link in the “View” column inside the <b>Employee</b> box:</p> <div data-bbox="516 527 1091 1180" data-label="Image"> </div> |
| 2    | <p>Click on the <a href="#">My Credit Card Data</a> link.</p> <div data-bbox="181 1306 1427 1801" data-label="Image"> </div>   |

| Step                       | Action   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
|----------------------------|--|-------------------------|-----------------------------|--|--|----------------------------|-------|------|--|-------------------|------|--|--|----------------------------|------------------|------------------|-----------------------------|---------------------|------------|-------------------------|------------|----------------------|----------|------------------|-----|-------------------------|--|-----------------|----------|-------|-------------|---------------|--------------------------------------|--------------------|-----------------------------|-----------|--|--------------------|--|-------------|--|--------------|--|-----------------|-----|----------|----------------------------------|-----------------|--|----------|--|---------|-------------------------------|
| 3                          | <p>Your Credit Card Data will display.</p> <div data-bbox="183 260 1425 722" style="border: 1px solid black; padding: 5px;"> <p><b>Maintain Employee Credit Card Data</b></p> <p>John Smith <span style="float: right;">Person ID: 1234567</span></p> <p><b>Credit Card Data</b> <span style="float: right;">Find   View All First 1 of 1 Last</span></p> <table border="0" style="width: 100%;"> <tr> <td><b>Business Unit:</b></td> <td>00010</td> <td></td> <td></td> </tr> <tr> <td><b>Credit Card Vendor:</b></td> <td>COMON</td> <td>JPMC</td> <td></td> </tr> <tr> <td><b>Card Type:</b></td> <td>Visa</td> <td></td> <td></td> </tr> <tr> <td><b>Credit Card Number:</b></td> <td>XXXXXXXXXXXX8577</td> <td><b>Function:</b></td> <td>Individually Billed Account</td> </tr> <tr> <td><b>Issued Date:</b></td> <td>10/08/2008</td> <td><b>Expiration Date:</b></td> <td>11/30/2011</td> </tr> <tr> <td><b>Limit Amount:</b></td> <td>10000.00</td> <td><b>Currency:</b></td> <td>USD</td> </tr> <tr> <td><b>Limit Per Trans:</b></td> <td></td> <td><b>Bill To:</b></td> <td>Employee</td> </tr> </table> </div> <p>Refer to the table below for descriptions of the data fields.</p> <table border="1" data-bbox="183 835 1425 1409"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Business Unit</td> <td>'00010' for Active Coast Guard Units</td> </tr> <tr> <td>Credit Card Vendor</td> <td>Name of Credit Card Company</td> </tr> <tr> <td>Card Type</td> <td>Type of credit card - MasterCard, Visa, Amex, etc.</td> </tr> <tr> <td>Credit Card Number</td> <td>Last four digits of the credit card number</td> </tr> <tr> <td>Issued Date</td> <td>Issued Date. The date the card was issued. MM/DD/YYYY format</td> </tr> <tr> <td>Limit Amount</td> <td>Current credit limit amount.<br/>Note: '0' is used to show no limit or a closed account.<br/>'1' is used when the account hasn't been activated.</td> </tr> <tr> <td>Limit Per Trans</td> <td>N/A</td> </tr> <tr> <td>Function</td> <td>Shows how the account is billed.</td> </tr> <tr> <td>Expiration Date</td> <td>The date the card expires. MM/DD/YYYY format</td> </tr> <tr> <td>Currency</td> <td>The currency type (USD = U.S. Dollars)</td> </tr> <tr> <td>Bill To</td> <td>Who the account is billed to.</td> </tr> </tbody> </table> | <b>Business Unit:</b>   | 00010                       |  |  | <b>Credit Card Vendor:</b> | COMON | JPMC |  | <b>Card Type:</b> | Visa |  |  | <b>Credit Card Number:</b> | XXXXXXXXXXXX8577 | <b>Function:</b> | Individually Billed Account | <b>Issued Date:</b> | 10/08/2008 | <b>Expiration Date:</b> | 11/30/2011 | <b>Limit Amount:</b> | 10000.00 | <b>Currency:</b> | USD | <b>Limit Per Trans:</b> |  | <b>Bill To:</b> | Employee | Field | Description | Business Unit | '00010' for Active Coast Guard Units | Credit Card Vendor | Name of Credit Card Company | Card Type | Type of credit card - MasterCard, Visa, Amex, etc. | Credit Card Number | Last four digits of the credit card number | Issued Date | Issued Date. The date the card was issued. MM/DD/YYYY format | Limit Amount | Current credit limit amount.<br>Note: '0' is used to show no limit or a closed account.<br>'1' is used when the account hasn't been activated. | Limit Per Trans | N/A | Function | Shows how the account is billed. | Expiration Date | The date the card expires. MM/DD/YYYY format | Currency | The currency type (USD = U.S. Dollars) | Bill To | Who the account is billed to. |
| <b>Business Unit:</b>      | 00010  |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| <b>Credit Card Vendor:</b> | COMON  | JPMC                    |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| <b>Card Type:</b>          | Visa   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| <b>Credit Card Number:</b> | XXXXXXXXXXXX8577   | <b>Function:</b>        | Individually Billed Account |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| <b>Issued Date:</b>        | 10/08/2008   | <b>Expiration Date:</b> | 11/30/2011                  |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| <b>Limit Amount:</b>       | 10000.00   | <b>Currency:</b>        | USD                         |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| <b>Limit Per Trans:</b>    |  | <b>Bill To:</b>         | Employee                    |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Field                      | Description  |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Business Unit              | '00010' for Active Coast Guard Units   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Credit Card Vendor         | Name of Credit Card Company  |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Card Type                  | Type of credit card - MasterCard, Visa, Amex, etc.   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Credit Card Number         | Last four digits of the credit card number   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Issued Date                | Issued Date. The date the card was issued. MM/DD/YYYY format   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Limit Amount               | Current credit limit amount.<br>Note: '0' is used to show no limit or a closed account.<br>'1' is used when the account hasn't been activated.   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Limit Per Trans            | N/A  |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Function                   | Shows how the account is billed.   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Expiration Date            | The date the card expires. MM/DD/YYYY format   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Currency                   | The currency type (USD = U.S. Dollars)   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| Bill To                    | Who the account is billed to.  |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |
| 4                          | <p>To return to the Homepage, click on the <a href="#">Home</a> link located in the upper right-hand corner of the page.</p>   |                         |                             |  |  |                            |       |      |  |                   |      |  |  |                            |                  |                  |                             |                     |            |                         |            |                      |          |                  |     |                         |  |                 |          |       |             |               |                                      |                    |                             |           |  |                    |  |             |  |              |  |                 |     |          |                                  |                 |  |          |  |         |                               |

# How to View Your Credit Card Balance via Self Service

**Purpose** This functionality gives users that currently have a Travel Charge Card the capability to view their credit card balance. This information is *VIEW ONLY* and cannot be edited.

| Step | Action   |
|------|--|
| 1    | <p>To view your Travel Charge Card balance, click on the <a href="#"># More...</a> link, which is the last link in the “View” column inside the <b>Employee</b> box:</p>  |
| 2    | <p>Click on the <a href="#">My Credit Card Balance</a> link.</p>   |

| Step                            | Action  |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
|---------------------------------|---|----------------|---------------|------------------|---------------|------------------|------------|--------------|--|-----|------|------------|------------|--|-----|------|------------|------------|--|-----|------|------------|------------|--------|-----|------|------------|------------|--------|-----|------|------------|-----------|--|-----|-------|-------|-------------|-------------------------|--|---------------------------------|--|--------------------|--|-------------|--------------------|---------------------------------|---|---------------|---|------------------|--|
| 3                               | <p>Your Credit Card balance(s) will display. Click on the heading labeled “Expense Code” to sort the balance information in expense code order.</p> <div data-bbox="181 275 1425 808" style="border: 1px solid black; padding: 5px;"> <p><b>Business Expenses</b></p> <p>Sandra Summers                      EMP                      ID: 1234567                      Empl Rcd #: 0</p> <p><b>Employee Business Expense Time</b>                      Find   View All                      First ◀ 1 of 1 ▶ Last</p> <p><b>Expense Period End Date:</b>                      09/09/2010</p> <hr/> <p><b>Business Expense Details</b>                      Customize   Find   View All   [grid]                      First ◀ 1-6 of 6 ▶ Last</p> <p><b>Expense</b>                      DeptID</p> <table border="1" data-bbox="212 562 1406 808"> <thead> <tr> <th>Charge Date</th> <th>Expense Code</th> <th>Expense Amount</th> <th>Currency Code</th> <th>Business Purpose</th> </tr> </thead> <tbody> <tr> <td>09/09/2010</td> <td>120+ Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>09/09/2010</td> <td>90 Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>09/09/2010</td> <td>60 Days PD</td> <td></td> <td>USD</td> <td>Open</td> </tr> <tr> <td>09/09/2010</td> <td>30 Days PD</td> <td>116.76</td> <td>USD</td> <td>Open</td> </tr> <tr> <td>09/09/2010</td> <td>Amount Due</td> <td>122.64</td> <td>USD</td> <td>Open</td> </tr> <tr> <td>09/09/2010</td> <td>Hierarchy</td> <td></td> <td>USD</td> <td>31183</td> </tr> </tbody> </table> </div> <p>Refer to the table below for descriptions of the data fields.</p> <table border="1" data-bbox="181 877 1425 1818"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Expense Period End Date</td> <td>Date of the report. The data is updated monthly.</td> </tr> <tr> <td colspan="2"><b>Business Expense Details</b></td> </tr> <tr> <td colspan="2"><b>Expense Tab</b></td> </tr> <tr> <td>Charge Date</td> <td>Date of the report</td> </tr> <tr> <td>Expense Code and Expense Amount</td> <td> <p>A description of the entry for the associated Expense Amount.</p> <p># Days PD is the number (#) of days <u>P</u>ast <u>D</u>ue.</p> <p>Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days.</p> <p>Amount Due refers to the total current amount due.</p> <p>Hierarchy is the credit card vendor’s Reporting Hierarchy Code. There is no associated expense amount for the Hierarchy. The hierarchy code is displayed under Business Purpose.</p> </td> </tr> <tr> <td>Currency Code</td> <td>The type of currency (USD = U.S. Dollars)</td> </tr> <tr> <td>Business Purpose</td> <td> <p>The account status.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>Open- Account in favorable standing</li> <li>Suspended- Account is more than 60 days past due</li> <li>Closed- Account is closed and the bank or card vendors cannot accept anymore charges for the account</li> </ul> <p>The 5-digit number located on the “Hierarchy” line is the credit card vendor’s Reporting Hierarchy Code.</p> </td> </tr> </tbody> </table> <p><i>Note:</i> Address changes to your U.S. Coast Guard personnel and pay account are not transmitted to JPMC. You must notify the bank separately to update your address.</p> | Charge Date    | Expense Code  | Expense Amount   | Currency Code | Business Purpose | 09/09/2010 | 120+ Days PD |  | USD | Open | 09/09/2010 | 90 Days PD |  | USD | Open | 09/09/2010 | 60 Days PD |  | USD | Open | 09/09/2010 | 30 Days PD | 116.76 | USD | Open | 09/09/2010 | Amount Due | 122.64 | USD | Open | 09/09/2010 | Hierarchy |  | USD | 31183 | Field | Description | Expense Period End Date | Date of the report. The data is updated monthly. | <b>Business Expense Details</b> |  | <b>Expense Tab</b> |  | Charge Date | Date of the report | Expense Code and Expense Amount | <p>A description of the entry for the associated Expense Amount.</p> <p># Days PD is the number (#) of days <u>P</u>ast <u>D</u>ue.</p> <p>Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days.</p> <p>Amount Due refers to the total current amount due.</p> <p>Hierarchy is the credit card vendor’s Reporting Hierarchy Code. There is no associated expense amount for the Hierarchy. The hierarchy code is displayed under Business Purpose.</p> | Currency Code | The type of currency (USD = U.S. Dollars) | Business Purpose | <p>The account status.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>Open- Account in favorable standing</li> <li>Suspended- Account is more than 60 days past due</li> <li>Closed- Account is closed and the bank or card vendors cannot accept anymore charges for the account</li> </ul> <p>The 5-digit number located on the “Hierarchy” line is the credit card vendor’s Reporting Hierarchy Code.</p> |
| Charge Date                     | Expense Code  | Expense Amount | Currency Code | Business Purpose |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| 09/09/2010                      | 120+ Days PD  |                | USD           | Open             |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| 09/09/2010                      | 90 Days PD  |                | USD           | Open             |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| 09/09/2010                      | 60 Days PD  |                | USD           | Open             |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| 09/09/2010                      | 30 Days PD  | 116.76         | USD           | Open             |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| 09/09/2010                      | Amount Due  | 122.64         | USD           | Open             |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| 09/09/2010                      | Hierarchy   |                | USD           | 31183            |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| Field                           | Description   |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| Expense Period End Date         | Date of the report. The data is updated monthly.  |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| <b>Business Expense Details</b> |   |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| <b>Expense Tab</b>              |   |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| Charge Date                     | Date of the report  |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| Expense Code and Expense Amount | <p>A description of the entry for the associated Expense Amount.</p> <p># Days PD is the number (#) of days <u>P</u>ast <u>D</u>ue.</p> <p>Any expense amount associated with a # Days PD is the previous amount past due and unpaid for the # of Days.</p> <p>Amount Due refers to the total current amount due.</p> <p>Hierarchy is the credit card vendor’s Reporting Hierarchy Code. There is no associated expense amount for the Hierarchy. The hierarchy code is displayed under Business Purpose.</p>   |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| Currency Code                   | The type of currency (USD = U.S. Dollars)   |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |
| Business Purpose                | <p>The account status.</p> <p>Possible values are:</p> <ul style="list-style-type: none"> <li>Open- Account in favorable standing</li> <li>Suspended- Account is more than 60 days past due</li> <li>Closed- Account is closed and the bank or card vendors cannot accept anymore charges for the account</li> </ul> <p>The 5-digit number located on the “Hierarchy” line is the credit card vendor’s Reporting Hierarchy Code.</p>  |                |               |                  |               |                  |            |              |  |     |      |            |            |  |     |      |            |            |  |     |      |            |            |        |     |      |            |            |        |     |      |            |           |  |     |       |       |             |                         |  |                                 |  |                    |  |             |                    |                                 |   |               |   |                  |  |

| <b>Step</b> | <b>Action</b>   |
|-------------|---|
| 4           | To return to the Homepage, click on the <a href="#">Home</a> link located in the upper right-hand corner of the page. |