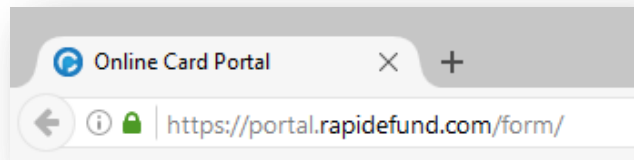


## ONLINE CARD PORTAL – USER GUIDE

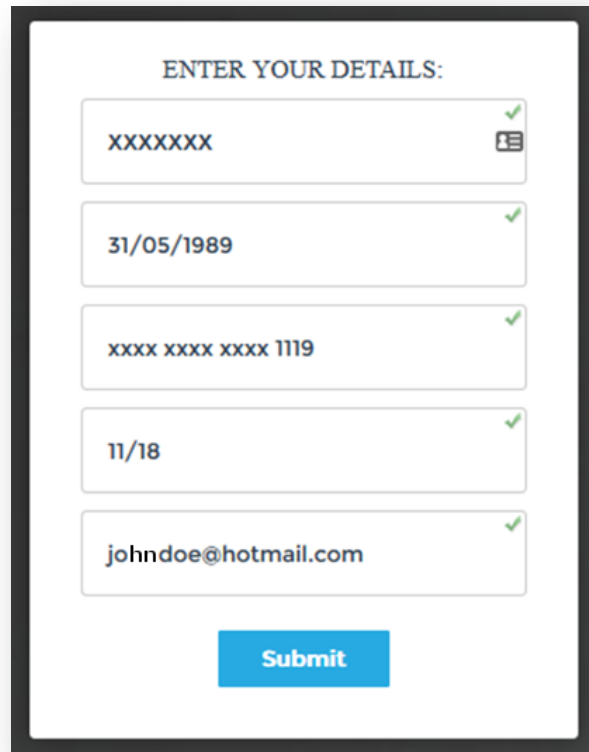
### HOW TO REGISTER TO VIEW CARD BALANCE AND TRANSACTION HISTORY

Please follow these simple steps to obtain access to your Card information

1. Open any Internet Browser
2. Type in this URL: <https://portal.rapidefund.com/form/>, and press Enter.



3. The Internet Browser will display an empty form which you will need to fill out with some personal information as well as your Card details.

A screenshot of a registration form titled 'ENTER YOUR DETAILS:'. The form contains five input fields, each with a green checkmark icon in the top right corner, indicating successful validation. The fields are: a text field with 'XXXXXXX', a date field with '31/05/1989', a text field with 'xxxx xxxx xxxx 1119', a date field with '11/18', and an email field with 'johndoe@hotmail.com'. Below the fields is a blue 'Submit' button.

4. After completing the form click the **Submit** button.
5. Make sure to use a valid email address, as you will receive an email with your access credentials.
6. Please check your inbox for our incoming email from "Welcome to your Online Card Portal"

## HOW TO ACCESS THE ONLINE CARD PORTAL

Once you've received our email, please follow the below instructions.

As you can see, this is an **AUTOMATED REPLY** (computer generated email with information). The email you receive should look like this:

**Subject: Welcome to Online Card Portal!**

Please go to: <http://portal.rapidefund.com/> and use the following details to log in to your account:

**Username:** JohnDoe

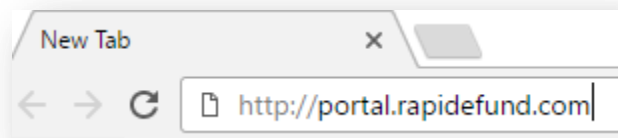
**Password:** XXXXX

Once inside the system, please check your messages to pick up your "Security Key".

Thank you,

Administrator

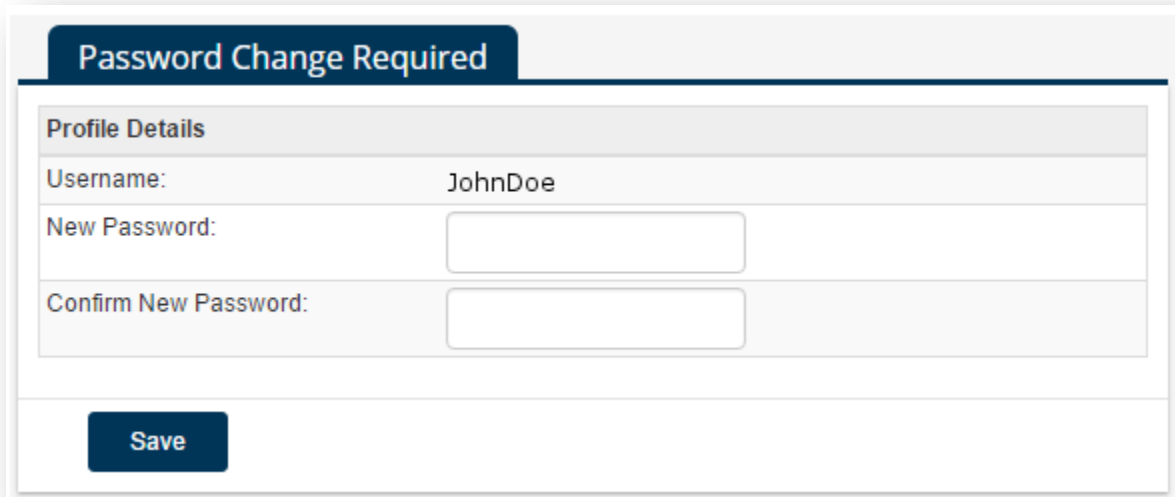
1. You can either click on the link in the email or copy/paste it in your Internet Browser.



2. The Internet Browser will display a Login Screen where you will need to use the Credentials sent in the email. After filling them in click on the **Login** button.

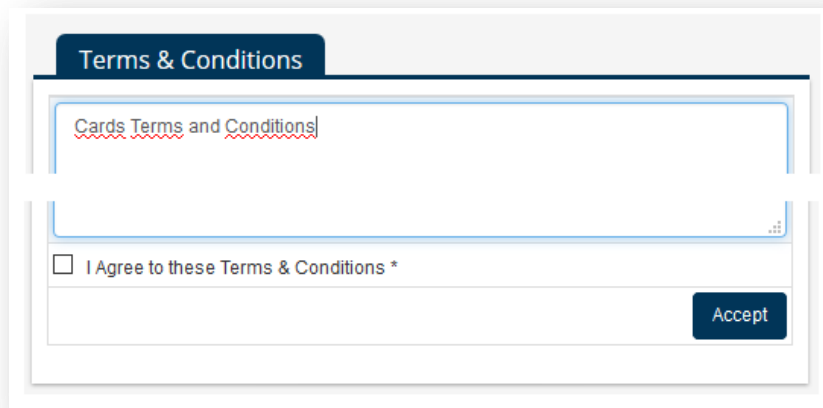
A screenshot of the 'ONLINE CARD PORTAL' login page. At the top center is a blue circular logo with a white 'C' and the text 'ONLINE CARD PORTAL' below it. On the left, there is a language dropdown menu set to 'English', followed by 'Username:' and a text input field, and 'Password:' and another text input field. Below these is a blue 'Login' button. At the bottom left, it says 'New Customer? Register'. On the right, there is a 'Security Tips' section with a lock icon and three bullet points: 'Keep your online profile always updated as to facilitate contact in case we need to reach you.', 'Please remember to keep your username and password securely stored. If you feel that your password might have been compromised, report it immediately to protect your account from unauthorized access. Report any unusual transaction records in your accounts. Preferably do not access your online banking through public computers.', and 'We will not display your personal information in emails or ask you to confirm any personal data by replying emails. Beware of email phishing scams and do not open unrequested file attachments. Install anti-virus software in your computer and keep it updated at all times.'

3. The next step requires you to change the temporary password sent to you in the email. Make sure to fill out the same password in both fields.



The screenshot shows a web form titled "Password Change Required" in a dark blue header. Below the header is a section titled "Profile Details" in a light gray box. Inside this section, there are three rows: "Username:" with the value "JohnDoe", "New Password:" with an empty text input field, and "Confirm New Password:" with another empty text input field. At the bottom of the form is a dark blue button labeled "Save".

4. The next step requires you to accept the Terms and Conditions shown on the screen by clicking on the "I Agree..." checkbox below the text. Finally click on the **Accept** button



The screenshot shows a web form titled "Terms & Conditions" in a dark blue header. Below the header is a large text area containing the text "Cards Terms and Conditions" with red wavy lines underneath, indicating a warning or error. Below the text area is a checkbox labeled "I Agree to these Terms & Conditions \*". To the right of the checkbox is a dark blue button labeled "Accept".

5. That's it! You are inside the Portal interface and should have access to your card information on the main screen.

## HOW TO VIEW CARD BALANCE INSIDE THE ONLINE CARD PORTAL

After successfully login into the Online Card Portal you will be in the Accounts Page. In the middle of your screen you will see a Card Details text box showing the Card you registered.

You will have an immediate view on the Available Balance on the card as well as the Current Balance (which excludes pending transactions).

**Card Accounts**

Association Date	Card Number	Card Account Type	Currency	Description	Status	Available Balance	Current Balance	Rapid Status
04/01/2017 03:33 PM	*****1234	Rapid Card	USD	Edit	Active	0.00	0.00	Active

[View Details](#)

[Request Card](#)

[Upgrade to Reloadable Card](#)[Download Mobile App](#)[Account Service Portal](#)

## HOW TO VIEW CARD TRANSACTION HISTORY INSIDE THE ONLINE CARD PORTAL

After successfully login into the Online Card Portal you will be in the Accounts Page. In the middle of your screen you will see a Card Details text box showing the Card you registered.

To view the Card Transaction History select the **View Details** button. Alternatively, you can also click on the Card Number (which only shows the last four numbers of your card for security purposes).

After you've clicked to View Details, a new screen will show all Card Transaction History.

**Card Details**

Card Association Date	Card Number	Card Account Type	Currency	Description	Status	Available Balance	Current Balance	Rapid Status
04/01/2017 03:33 PM	*****1962	Rapid Card	USD		Active	0.00	0.00	Active

**Funding Transactions**

Date / Time	Code	Description	Reference Number	Type	Status	Amount
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Show rows: 10 / < >