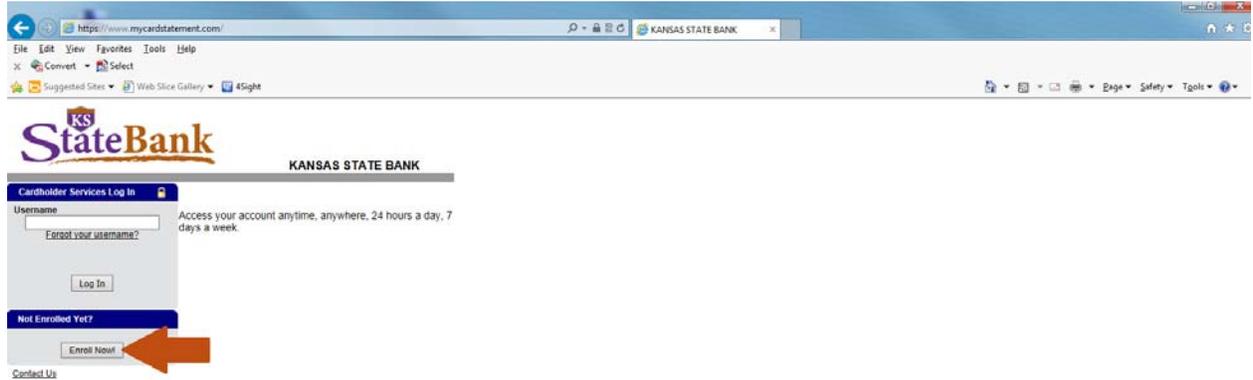


**Enroll in MyCardStatement.com  
Client User Guide**



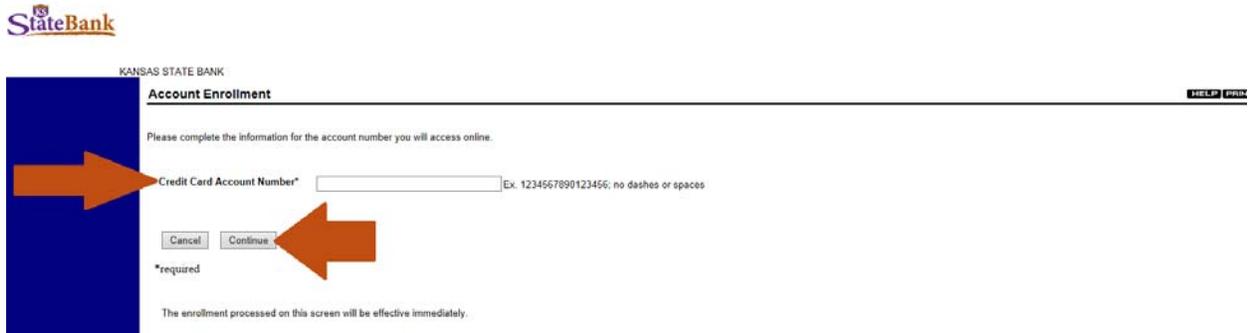
## GETTING STARTED

Visit MyCardStatement.com.  
Click on "Enroll Now!"



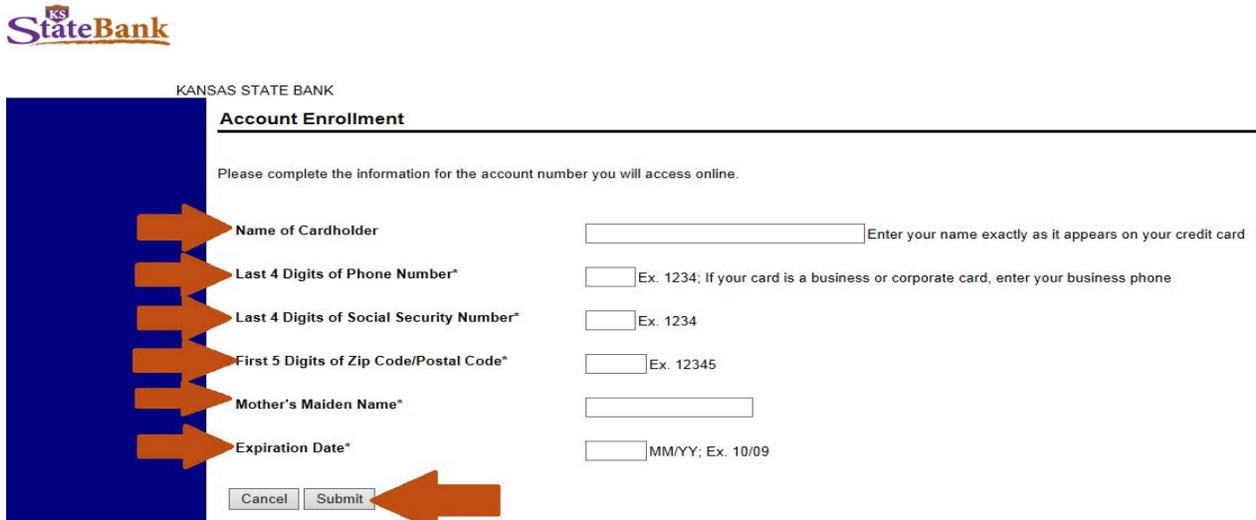
## ACCOUNT ENROLLMENT

Input your full credit card number on the face of the card (do not use dashes or spaces).  
Click "Continue."



Input your information.  
Click "Submit."

- \*Last 4 digits of Phone Number - for a business it may be the last four of your business phone
- \*Last 4 digits of Social Security Number - if it is a business input 9999



## TERMS AND CONDITIONS

Read through the terms and condition.  
Click "Accept."



**Account Enrollment Terms and Conditions**

In order to enroll in the service you must review the Terms and Conditions and indicate your acceptance. [Printable Version](#)

This Web Site (the site) is provided as a convenient online way for you to access information about your credit card account and is subject to your compliance with the terms of use set forth below including, all exhibits hereto. Please read this Agreement carefully before accessing or using this Web site. By accessing or using the site, you agree to be bound by the terms of use set forth below. If you do not wish to be bound by these terms of use, you may not access or use the site. This agreement may be modified at any time, and such modifications shall be effective immediately upon posting of the modified Agreement to this site. You agree to review the Agreement periodically to be aware of such modifications and your continued access or use of the site shall be deemed your conclusive acceptance of the modified Agreement. 1. Operating Policies You agree to comply with the Operating Policies set forth herein (as they may be amended from time to time), which are the rules that govern your activity in connection with the site. 2. Copyright, Licenses and Idea Submissions The entire contents of the site are copyrighted under the United States copyright laws. The owner of the copyright is Fidelity National Information Services. You may print and download portions of material from the different areas of the site solely for your own non-commercial use. Any other copying, redistribution, retransmission or publication of any downloaded material, is strictly prohibited without the express written consent of Fidelity National Information Services. You agree not to change or delete any proprietary notices from materials downloaded from the site. 3. Use of the site You understand that, except for information, products or services clearly identified and supplied by the site, the site does not operate, control or endorse any information, products or services on the Internet in any way. You assume total responsibility and risk for your use of the site. It is solely your responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services, merchandise and other information provided through the site. It is not warranted that the site will be uninterrupted or error-free or that defects in the site will be corrected. The site is provided on an "as is, as available" basis. In no event will Fidelity National Information Services be liable for (I) any incidental, consequential, or indirect cost arising out of the use of or inability to use the site, or any information, or transactions provided on the site or downloaded or hyperlinked from the site, or (II) any claim attributable to errors, omissions, or other inaccuracies in the site and/or materials or information downloaded through, or hyperlinked from, the site. 4. Indemnification You agree to indemnify, defend and hold harmless Fidelity National Information Services, its officers, directors, employees, agents, licensors, suppliers and any third party information providers to the site from and against all losses, expenses, damages and costs, including reasonable attorneys' fees, resulting from any violation of this Agreement by you. 5. Termination Either party without notice may terminate this Agreement at any time for any reason; provided that you may no longer use the site after you have terminated this Agreement. The provisions of paragraphs 2 (Copyright, Licenses and Idea Submissions), 3 (Use of the site), and 4 (Indemnification) shall survive any termination of this Agreement.



## ONLINE ACCOUNT SETUP

- Input your email address then re-enter your email address
- Select and input a Username
- Select and input a Password then re-enter the Password
- Input an account nickname
- Click "Continue."



**Online Account Setup**

Please provide the following information to enroll for online services.

**Email Address \***  **Re-enter Email Address \***

Please enter a Username and Password for use in accessing your online account. Follow these instructions:

- \* Your Username and Password cannot be the same
- \* Username and Password are case insensitive
- \* Username and Password must not contain spaces
- \* Username and Password must be a maximum of 20 characters

**Select a Username \***  Username must be at least 6 characters in length.

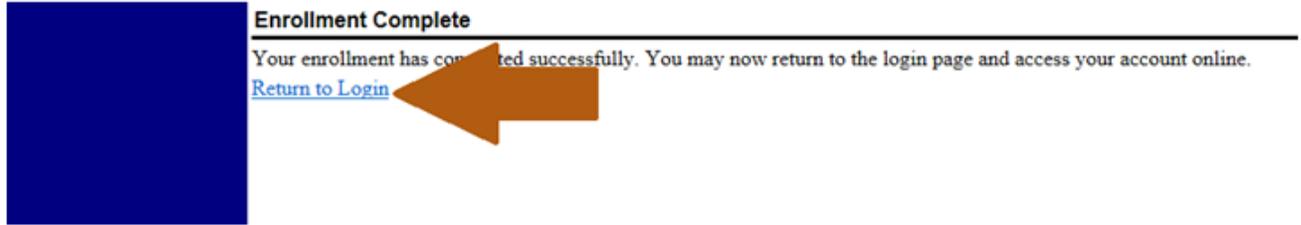
**Password \***  **Re-enter Password \***  Passwords must be at least 8 characters in length, contain at least 1 number, and at least 1 special character (!@#%&'&\*), at least 1 lower case character. Password cannot be the same as any previous 10 passwords.

**Account Nickname**

Required \*

### COMPLETE ENROLLMENT

You will receive a confirmation that your enrollment has completed successfully.  
Click on the blue hyperlink "Return to Login."



**Enrollment Complete**  
Your enrollment has completed successfully. You may now return to the login page and access your account online.  
[Return to Login](#)

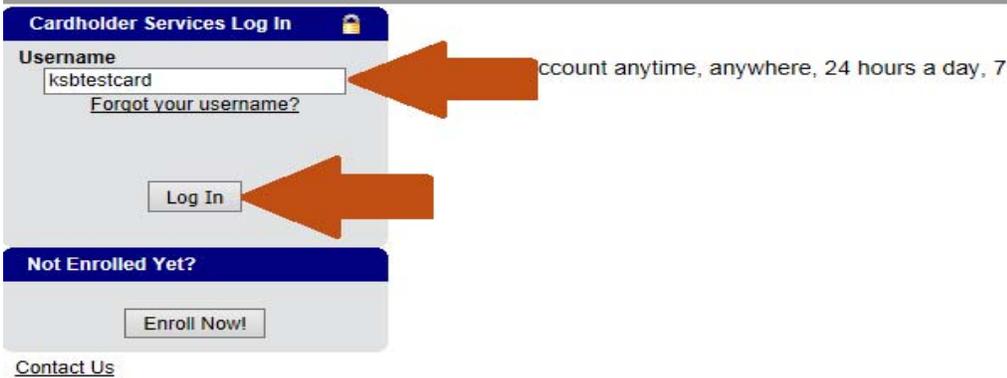
*(An orange arrow points to the 'Return to Login' link.)*

### SECURITY SETUP

Input your Username.  
Click "Log In."



KANSAS STATE BANK



**Cardholder Services Log In**

Username  
ksbtestcard  
[Forgot your username?](#)

**Not Enrolled Yet?**

[Contact Us](#)

*(An orange arrow points to the 'ksbtestcard' username field.)*  
*(An orange arrow points to the 'Log In' button.)*

Input your Current Password

Click "Log In."



**Please Enter Your Password**  
Confirm your Security Image and Security Phrase. Enter your password, and select Log In. If you do not recognize your Security Image or Security Phrase, select the link below.

Your Security Image: 

Your Security Phrase: ksbtestcard  
[I do not recognize the Security Image or Security Phrase](#)

Current Password:

[Forgot my password](#)

*(An orange arrow points to the 'Current Password' field.)*  
*(An orange arrow points to the 'Log In' button.)*

There are three additional security steps to complete the first time you log in.

1. You will be prompted to select a Security Image. You can choose from the 8 images displayed.
2. On the next screen, you will enter a Security Phrase
3. You will also be prompted to create three security questions.

### Select Your Security Image

Click on a picture to select the security image from one of the eight showing on your screen. You cannot search for more images.

Click "Continue."



### Setup Your Phrase

- Input a Security Phrase

When you are logging in, you will be asked to confirm your Security Image and Phrase before entering in your Password. This image and phrase provide added security to reassure that you are at the correct site and not at a fraudulent "copy-cat" site. If the Image or Phrase is incorrect, do not enter your password.

### Setup Your Security Questions

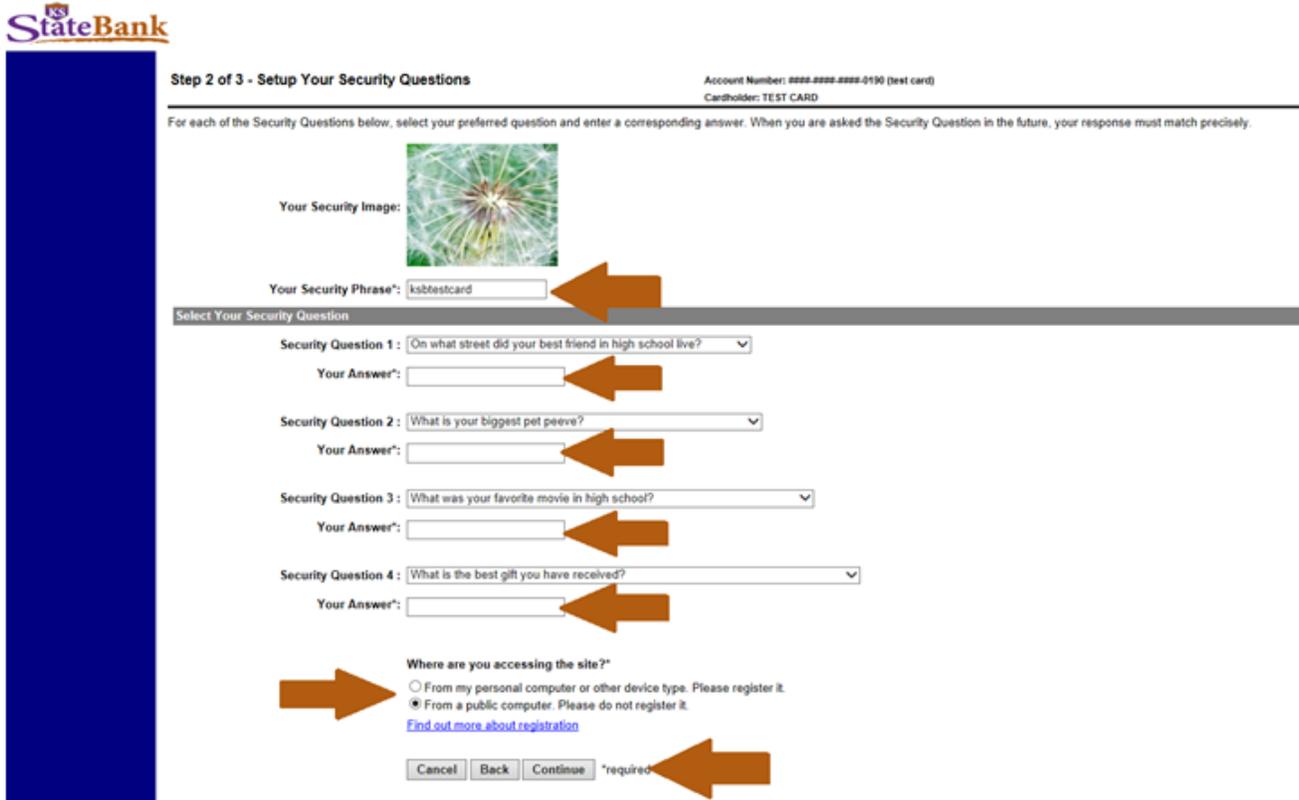
- Select a Security Question from the drop down menu and input your answer
- Repeat for Security Questions and Answers 2 through 4
- Click on the bubble in front of the statement that is correct about the computer you are using to log in.

These questions will be used to help identify that you are the person accessing your accounts. Any time you use a different computer to access your Credit Card account, these questions will be displayed. You will be asked one of the four Security Questions and will be required to correctly answer the questions to get into your Credit Card account.

The answers to these questions are not case-sensitive, but are space-sensitive. If you do not answer the questions correctly when prompted while logging in, you will not be able to access your account at that time. This helps protect you against someone else trying to gain access to your account.

You will also be asked “Where are you accessing the site?”

- You can select “From my personal computer or other device type. Please register it.” If you select this option the system will register your computer or device and not ask you a Security Question in the future.
- Or you can select “From a public computer. Please do not register it.” If you select this option the system will not register that computer or device and will ask you a Security Question in the future.



**Step 2 of 3 - Setup Your Security Questions** Account Number: #####-####-0190 (test card)  
Cardholder: TEST CARD

For each of the Security Questions below, select your preferred question and enter a corresponding answer. When you are asked the Security Question in the future, your response must match precisely.

Your Security Image: 

Your Security Phrase:

Select Your Security Question

Security Question 1:    
Your Answer:

Security Question 2:    
Your Answer:

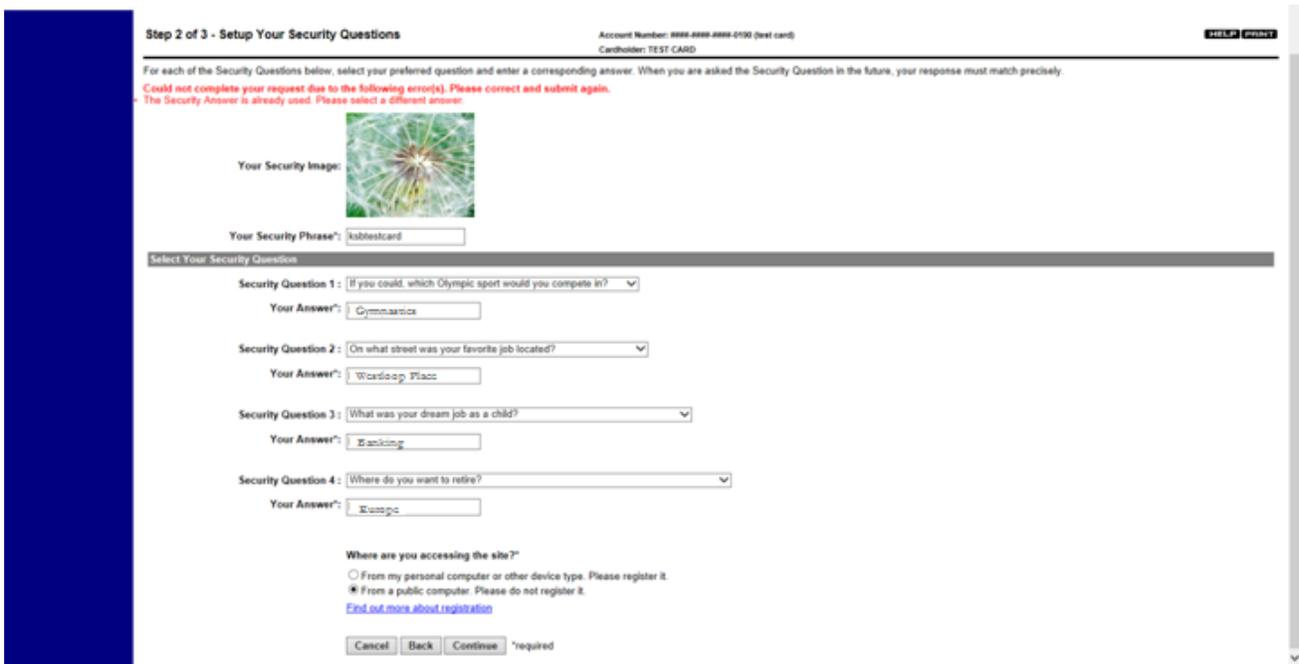
Security Question 3:    
Your Answer:

Security Question 4:    
Your Answer:

Where are you accessing the site?  
 From my personal computer or other device type. Please register it.  
 From a public computer. Please do not register it.  
[Find out more about registration](#)

\*required

Look over the image, phrase, questions and answers to make sure all the information is correct. Click “Continue.”



**Step 2 of 3 - Setup Your Security Questions** Account Number: #####-####-0190 (test card)  
Cardholder: TEST CARD HELP | PRINT

For each of the Security Questions below, select your preferred question and enter a corresponding answer. When you are asked the Security Question in the future, your response must match precisely.

**Could not complete your request due to the following error(s). Please correct and submit again.**  
 The Security Answer is already used. Please select a different answer.

Your Security Image: 

Your Security Phrase:

Select Your Security Question

Security Question 1:    
Your Answer:

Security Question 2:    
Your Answer:

Security Question 3:    
Your Answer:

Security Question 4:    
Your Answer:

Where are you accessing the site?  
 From my personal computer or other device type. Please register it.  
 From a public computer. Please do not register it.  
[Find out more about registration](#)

\*required

You will then be directed to your account information in MyCardStatement.com.



[Account Summary](#)  
[Transactions](#)  
[Statements](#)  
[Make a Payment](#)  
[Alerts](#)  
[Online Account Profile](#)  
[Pay Bills with Visa](#)  
[Customer Service](#)  
[Log Off](#)

Account Number: #####-0190 (test card)  
 Cardholder: TEST CARD

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### Good for the Environment. Easy for You.

Suppress your credit card statement and improve your financial control

Try Paperless Today

To sign up, go to statements → select delivery options → choose paperless!

Account Information is current as of November 21, 2013 at 10:31:42 AM ET

Current Account Summary	
Account Balance:	\$0.00
Pending Balance:	\$0.00
Available Credit:	\$500.00
Credit Limit:	\$500.00
Past Due Amount:	\$0.00
Last Activity Date:	Not Available
Cardholder Since:	10/30/2013

Statement & Payment Information	
Last Statement Amount:	\$0.00
Last Statement Date:	11/1/2013
Minimum Payment Due:	None due
Payment Due Date:	11/26/2013
Last Payment Amount:	\$0.00
Last Payment Date:	Not Available

Note: The account balance may not include transactions that have not posted to the account. Available credit may be reduced by transactions that have not posted to the account.



**Online Account Services**

Access your account anytime, anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

## CONFIRMATION

You will receive an email and be asked to click on a link to confirm your email address. Once you click on the link, you will be directed to a page with a confirmation message.

After that, when you log into mycardstatement.com, and click on "Online Account Profile" then "Manage Email Address" on the left. The status will show as "Confirmed" next to the email address that was registered.

KANSAS STATE BANK 



[Account Summary](#)  
[Transactions](#)  
[Statements](#)  
[Make a Payment](#)  
[Alerts](#)  
[Online Account Profile](#)  
[Manage Email Address](#)  
[Change Password](#)  
[Disable Online Access](#)  
[Change Account Nickname](#)  
[Pay Bills with Visa](#)  
[Customer Service](#)  
[Log Off](#)

Account Number: #####-0190 (test card) HELP | PRINT  
 Cardholder: TEST CARD

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### Manage Email Address

To add a new email address, enter in the "New Email Address" box below. Once the new email address is added, you will receive a verification email. To confirm an email address, click on the "Unconfirmed" link next to resend a verification email if necessary. This screen can also be used to change the default email address for your online profile.

**Manage Email Address(es)**

Default	Email Address	Status	Enter Confirmation Code	Action	Delete
<input type="radio"/>	dspringer@ksstatebank.com	Confirmed	<input type="text"/>	Verify	<a href="#">Delete</a>
<input checked="" type="radio"/>	triffel@ksstatebank.com	Confirmed	<input type="text"/>	Verify	<a href="#">Delete</a>

**New Email Address**

(Enter Email Address)

Changes to your email address are effective immediately.