

Cards OnLine

# another way

Make the most of Cards OnLine



## A User Guide for Report Administrators

Here's why it pays to put  
Cards OnLine to work for you.

Save time, view your Management Information (MI)  
reports online.

The Report Administrator is a non-cardholding role that can perform the following  
functions through Cards OnLine:

- Manage reports
- View messages
- Update your profile.

To register for this role, please visit [www.natwest.com/cardsonline](http://www.natwest.com/cardsonline) and download  
an application form.

Use this guide with the Report Administrator demo at [www.natwest.com/cardsonline](http://www.natwest.com/cardsonline)

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## Introduction

This Cards OnLine User Guide is designed for Report Administrators who are authorised to maintain MI report access and download information on behalf of the Card Administrator. To register for this service the Card Administrator must download an application form from **[www.natwest.com/cardsonline](http://www.natwest.com/cardsonline)**

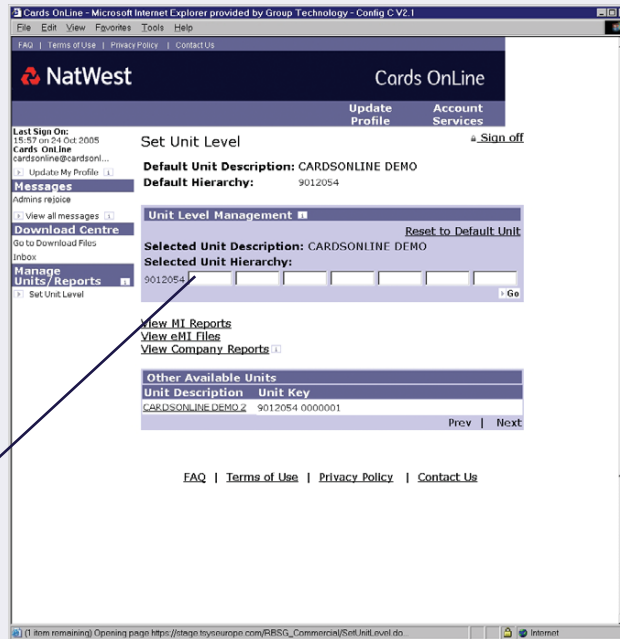
To get the most benefit from this guide, you should use it in conjunction with the Cards OnLine Report Administrator demo which is accessible via **[www.natwest.com/cardsonline](http://www.natwest.com/cardsonline)** After using this guide you will be able to retrieve MI across multiple billing units within your organisation and update or change your security details.

It is important to us that you find this guide, and the online demo tools, both useful and easy to follow. If you have any comments or suggestions regarding this guide or the Cards OnLine service in general, please send your feedback to **[commercialcards@natwest.com](mailto:commercialcards@natwest.com)**

## View Management Information reports

## Step 1.

You can select a reporting unit within your company and view MI reports for the unit selected.

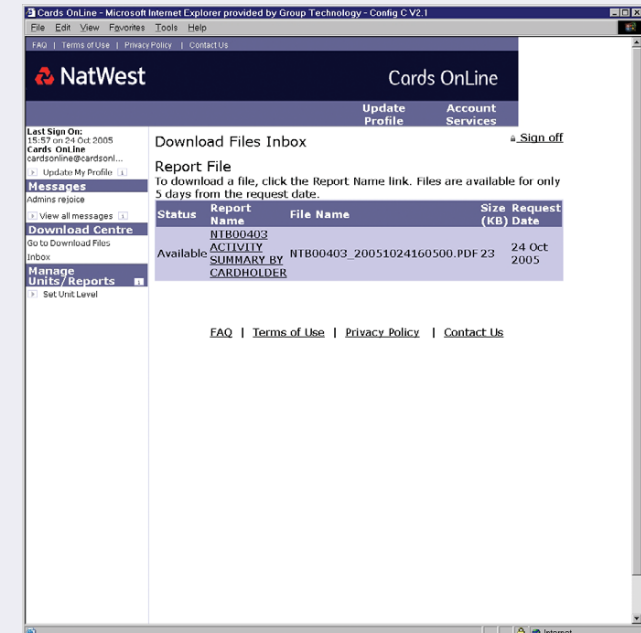


The unit 9012055 has been selected here as an example.

## Download reports

## Step 2.

Once you have selected an MI report, a message is displayed to show that the report is downloading into your Inbox. Once this is complete, a message is sent to your Cards OnLine registered email address to confirm that the report is ready for viewing. The report will remain in your Inbox for 5 days.



Update profile or change security details

### Step 3.

This step allows you to update your Report Administrator profile and change your security details.

The screenshot shows the 'Update Profile' page in a Microsoft Internet Explorer browser. The page has a dark blue header with the NatWest logo and 'Cards OnLine' text. Below the header are navigation links for 'Update Profile' and 'Account Services'. The main content area is titled 'Update Profile' and includes a 'Sign off' link. There are three main sections: 'Contact Information' with fields for Name and E-Mail; 'Internet PIN and Password Information' with fields for Old and New Internet PIN and Password, and a Security Question dropdown; and 'Security' with fields for Security Answer and Verify Security Answer. At the bottom are 'Submit' and 'Reset' buttons and a footer with links for 'FAQ', 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

Update your profile and change your security details.

Access general information

### Step 4.

As a Report Administrator you can access general information and links to sections of Cards OnLine.

The screenshot shows the 'Account Services' page in a Microsoft Internet Explorer browser. The page has a dark blue header with the NatWest logo and 'Cards OnLine' text. Below the header are navigation links for 'Update Profile' and 'Account Services'. The main content area is titled 'Account Services' and includes a 'Sign off' link. There are two main sections: 'Links' with a table of links and 'Frequently Asked Questions'. At the bottom are links for 'FAQ', 'Terms of Use', 'Privacy Policy', and 'Contact Us'.

Links	Additional Information
<a href="http://www.visa.com">www.visa.com</a>	<a href="#">Frequently Asked Questions</a>
<a href="#">NatWest Secure</a>	<a href="#">Terms of Use</a>
<a href="#">Visit Supplier Directory</a>	<a href="#">Privacy Policy</a>
<a href="http://www.natwest.com/corporateContactUs">www.natwest.com/corporateContactUs</a>	

For further information, please visit [www.natwest.com/cardsonline](http://www.natwest.com/cardsonline) where you can access a comprehensive list of FAQs, online demonstrations and contact details. Alternatively, contact the Cards OnLine Helpdesk on 0870 909 3702.