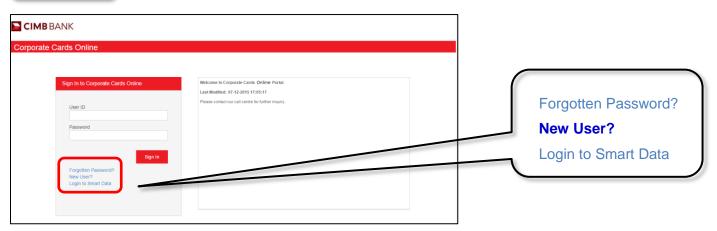# Corporate Cards Online First-time Login Guide

Here are the simple steps to perform your first-time login.

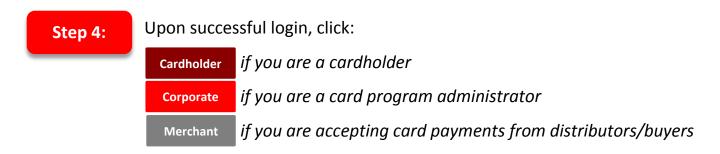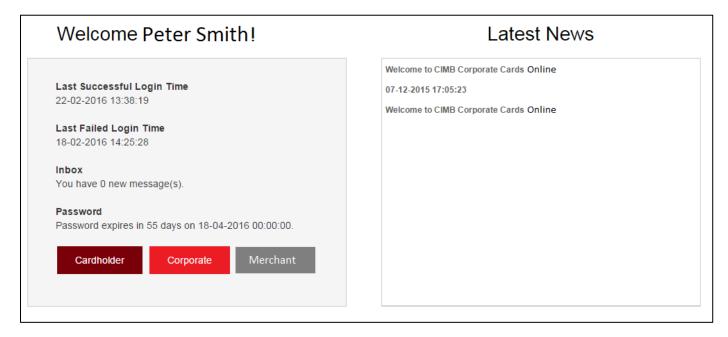**Step 1:**   Click on *'New User'*

Step 2:   Enter your *'User ID'* and click **Request** to receive *'Activation Code'* via SMS

Enter the *'Activation Code'* and click **Submit**

Step 3:   Enter your preferred *'Password'*, re-enter the *'Password'* and click **Submit**

Step 4:

Upon successful login, click:

| Cardholder | *if you are a cardholder* |

| Corporate | *if you are a card program administrator* |

| Merchant | *if you are accepting card payments from distributors/buyers* |

Welcome Peter Smith!

Last Successful Login Time
22-02-2016 13:38:19

Last Failed Login Time
18-02-2016 14:25:28

Inbox
You have 0 new message(s).

Password
Password expires in 55 days on 18-04-2016 00:00:00.

| Cardholder | Corporate | Merchant |

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For further enquiries, please contact us at 1300 888 828 Monday to Friday from 8.30AM to 6.30PM (excluding public holidays) or send an email to corpcardsonline@cimb.com