

10 Quick Start Tips

Using your new Business Card

- 1 Activate Your Card** - When it comes in the mail, sign the back of the card and call the number on the activation sticker. Your card will be ready to use as soon as you need it.
- 2 Enroll in the optional ProductivitySM Points Program** - If you didn't enroll on your application, it's not too late! Sign up online to earn points toward cash back, merchandise, gift certificates or travel. Additional fee applies. www.productivityrewards.com.
- 3 Set Up Recurring Payments** - Pay utilities, phone bills and other recurring business expenses on your card. This consolidates monthly expenditures and, if you are enrolled in the rewards program, optimizes your accumulation.
- 4 Log Into Productivity Online** - Establish your free online account right away. Our step-by-step tutorials will teach you how to take full advantage of this valuable resource.
- 5 Add Cardholders** - Call Customer Service to enroll additional cardholders under your company account. This means added purchasing power for your business with the transaction review tools and card perimeters to keep spend in check.
- 6 Read Your Statement Messages and Inserts** - Look for these notices which tell of new program features as well as MasterCard Promotions and new discounts.
- 7 Use the Productivity and MasterCard[®] Discounts** - These discounts are for goods and services that your business uses every day. Review the discounts at www.productivitycard.com/benefits.htm.
- 8 Familiarize Yourself With MasterCard's Purchase Programs** - MasterCard has excellent warranty, insurance and travel assistance programs available to cardholders. See your card Terms and Conditions for full details and participation information.
- 9 Explore MasterCard Working's Resource Network** - For information and articles on small business best practices, visit www.mastercardworking.com.
- 10 Mandate That Company Purchases are Expensed to Your Business Account** - Streamline business expenses and reduce paperwork while gaining the maximum benefit from reporting and account management features.



The More You Do, The More You Save!