

## Card Manager Administrator Roles

Entitlements	Primary Administrator	User Administrator	Business Administrator	Description
<b>Admin Management</b>				
<b>Admin User View Options</b>				
View Admin Users List	✓	✓	✓	Allows an Admin to view Admin users. If enabled, the View Users icon is displayed within Admin Management.
Manage Admin User	✓	✓	✗	Allows an Admin to view the Manage Admin User page. If enabled, the Manage Admin User icon is displayed in the Admin User Search results.
Search Admin Logins	✓	✓	✗	Allows an Admin to search for and download Admin users logins.
Search for Admin Users	✓	✓	✓	Allows an Admin to search for Admin users. If enabled, the "Admin User Search" option is displayed in the Admin Management sub-menu. This right does not allow an Admin to see and download Admin logins unless the "Search Admin Logins" right is also enabled.
View Admin User Activity Reports	✓	✓	✗	Allows an Admin access to the Admin Activity Report. If enabled, the "Admin Activity Report" option is displayed in the sub-menu.
View Admin User Detail Report	✓	✓	✗	Allows an Admin access to the Admin User Report. If enabled, the "Admin User Report" option is displayed in the sub-menu.
Company Level Admin	✓	✓	✗	If Company Level is enabled, "Company Level" is displayed in the report options so that the report can be run at a company level. If Company Level is not enabled, an Admin will not be able to view the Company Level Report.
<b>Admin User Management</b>				
Create New Admin User	✓	✓	✗	Allows an Admin to create a new Admin user. If enabled, the Create Admin User icon on the Profile Search Results page is displayed.
Modify Admin User	✓	✓	✗	Allows an Admin to modify an existing Admin user. If enabled, the Modify Admin User icon is displayed.
Change Admin User Password	✓	✓	✗	Allows an Admin to change an Admin user's password. If enabled, the Change Password icon is displayed on the Manage Admin User page
Lock Admin User	✓	✓	✗	Allows an Admin to lock/unlock and Admin User. If enabled, the Admin Lock icon is displayed on the Manage Admin User page.
Reset Admin User Failed Logins	✓	✓	✗	Allows an Admin to reset an Admin User's failed logins. If enabled, the Reset icon is displayed.
Delete Admin User	✓	✓	✗	Allows an Admin to delete an Admin. If enabled, the Delete Admin user icon is displayed.
Emulate Admin User	✓	✓	✗	Allows an Admin to emulate an Admin User in eZBusiness. If enabled, the Emulate icon is displayed on the Manage Admin User page.
Delete Admin User Security Account	✓	✓	✗	Allows an Admin to delete an Admin User's security account. If enabled, the Delete icon is displayed on the Manage Admin User page.
Unlock Admin User Security Account	✓	✓	✗	Allows an Admin to unlock an Admin User's security account. If enabled, the Lock/Unlock Security Account icon is displayed on the Manage Admin User page.
Manage Admin Single Sign-On (SSO)	✓	✓	✗	Allows an Admin to manage Business Online Banking SSO and Visa SSO.
<b>Admin Profile/Role View Options</b>				
View Security Profile/Role List	✓	✓	✓	Allows an Admin to search and view Profile and Role lists but not display any action icons. If enabled, Admin Profiles and Admin Roles are displayed in the Admin Management sub-menu.

## Card Manager Administrator Roles *continued*

Entitlements	Primary Administrator	User Administrator	Business Administrator	Description
<b>Company Management</b>				
<b>Company Options</b>				
Company Search	✓	✗	✓	Allows an Admin to perform a Company search. If enabled, Search Company is displayed in the Company Management sub-menu.
View Company Hierarchy	✓	✗	✓	Allows an Admin to view a Company's hierarchy. If enabled, the View Hierarchy icon is displayed within Company Management.
Payment	✓	✗	✓	Allows an Admin to view the Payments page. If enabled, the Payments icon is displayed within Company Management.
Manage Payment Accounts	✓	✗	✗	Allows an Admin to make payment and add/modify payment accounts.
Search Company Cardholders	✓	✗	✓	Allows an Admin to search for cardholders. If enabled, Search Cardholder is displayed in the Company Management sub-menu.
Manage Company Alerts	✓	✗	✓	Allows an Admin to manage Company alerts. If enabled, the Alerts icon is displayed within Company Management.
Compose Company Messages	✓	✗	✓	Allows an Admin to compose Company message. If enabled, the Compose button is displayed on the Company Inbox page.
<b>Company Configuration</b>				
Manage Company Statement Suppression	✓	✗	✓	Allows an Admin to manage the Statement Suppression dropdown on the Company Details page.
<b>Company Online Service Requests</b>				
Manage Spending Restrictions	✓	✗	✗	Allows an Admin to submit the Manage Spending Restrictions online request. Sub-rights to this online request are Manage Merchant Group Codes and Manage Spending Limits.
Manage Merchant Group Codes (Update or View)	Update	View	View	
Manage Spending Limits (Update or View)	Update	View	View	
Add PIN Access	✓	✗	✗	Allows an Admin to submit the Add PIN Access online request.
Address and Phone Change	✓	✗	✗	Allows an Admin to submit the Address and Phone Change online request.
Change Credit Limit	✓	✗	✗	Allows an Admin to submit the Change Credit Limit online request.
Close Account	✓	✗	✗	Allows an Admin to submit the Close Account online request.
Add New Cardholder Account	✓	✗	✗	Allows an Admin to submit the Add New Cardholder online request.
Request Replacement Card	✓	✗	✗	Allows an Admin to submit the Request Replacement Card online request.
Manage Employee ID	✓	✗	✗	Allows an Admin to submit the Manage Employee ID online request.
Card Activation Request	✓	✗	✗	Allows an Admin to submit the Card Activation Request online request.
Order New PIN	✓	✗	✗	Allows an Admin to submit the Order New PIN online request.
<b>Company Cardholder Management</b>				
Change Cardholder Email	✓	✓	✗	Allows an Admin to change a cardholder's email. If enabled, the email edit icon is displayed on the Account Details page.
Delete Cardholder's Security Account	✓	✓	✗	Allows an Admin to delete a cardholder's security account. If enabled, the Delete Security Account icon is displayed on the Account Details page.
Delete Cardholder User	✓	✓	✗	Allows an Admin to delete a cardholder from eZCard. If enabled, the Delete Cardholder User icon is displayed on the Account Details page.
Enroll Cardholder User	✓	✓	✗	Allows an Admin to enroll a cardholder in eZCard. If enabled, the Enroll Cardholder icon is displayed on the Account Details page.

## Card Manager Administrator Roles *continued*

Entitlements	Primary Administrator	User Administrator	Business Administrator	Description
Generate New Cardholder Password	✓	✓	✗	Allows an Admin to generate a new cardholder password for eZCard. If enabled, the Generate Password icon is displayed on the Account Details page.
Lock Cardholder Account	✓	✓	✗	Allows an Admin to lock/unlock a cardholder's account. If enabled, the Lock/Unlock icon is displayed on the Account Details page.
Lock Cardholder User	✓	✓	✗	Allows an Admin to lock/unlock a cardholder. If enabled, the Lock/Unlock icon is displayed on the Account Details page.
Reset Cardholder User Authentication Failures	✓	✓	✗	Allows an Admin to reset a cardholder's authentication failures in eZCard. If enabled, the Reset icon is displayed on the Account Details page.
Reset Cardholder User Login Failures	✓	✓	✗	Allows an Admin to reset a cardholder's login failures in eZCard. If enabled, the Reset icon is displayed on the Account Details page.
Unlock User Security Account	✓	✓	✗	Allows an Admin to lock/unlock a cardholder's security account. If enabled, the Lock/Unlock User icon is displayed on the Account Details page.
Emulate Cardholder User	✓	✓	✗	Allows an Admin to emulate a cardholder in eZCard. If enabled, the Emulate icon will appear within Company Management.
View Statement Image	✓	✓	✓	Allows an Admin to view cardholder statement images. If enabled, the View Statements icon is displayed on the Account Details page.
<b>Company Online Messages</b>				
Account Inquiry	✓	✗	✓	Allows an Admin access to the Account Inquiry online request message.
Program Inquiry	✓	✗	✓	Allows an Admin access to the Commercial Card Program Inquiry online request message.
Online Support Question (How do I?)	✓	✗	✓	Allows an Admin access to the Online Support Question (How do I?) online request message.
Other Inquiry	✓	✗	✓	Allows an Admin access to the Other Inquiry online request message.
Report a Website Issue	✓	✗	✓	Allows an Admin access to the Report a Website Issue online request message.
Transaction Inquiry	✓	✗	✓	Allows an Admin access to the Transaction Inquiry online request message.