MY CARD RULES APP

2020

Contents

My Card Rules / App Download
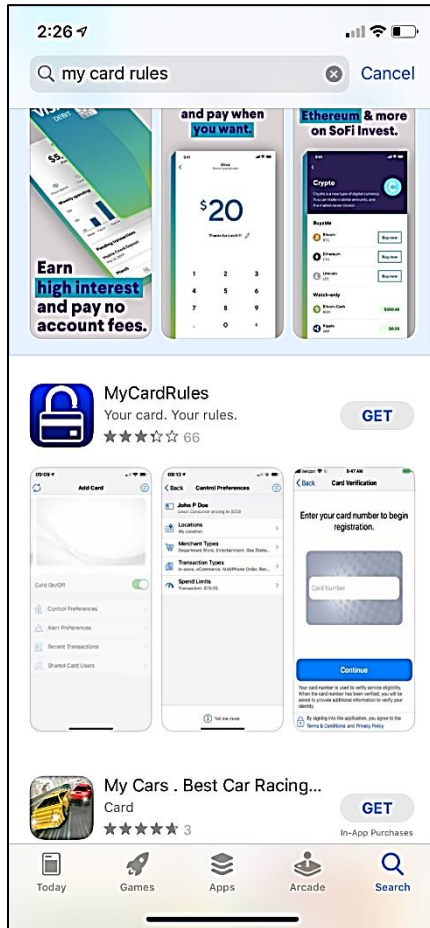
Search the App Store to locate the MYCardRules App shown above and click on **Get.**

MYCardRules App / New User Sign In

Hit the New User button to begin the registration process.

MY Card Rules / Registration
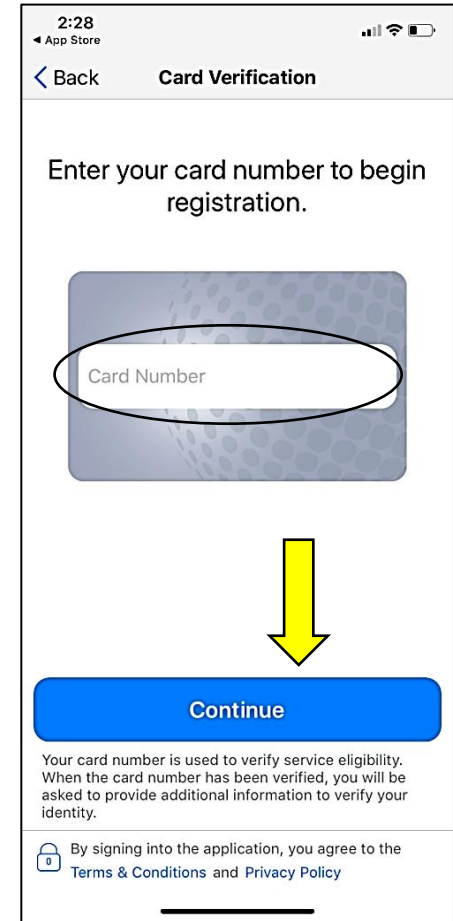
Input your Debit Card number and hit the **Continue** button.

MY Card Rules / Card Verification

Verify the last 4 digits of your card under User Verification, input your Zip Code and hit the Continue button.

MY Card Rules / Create Account

Scroll through and enter all of your personal information and hit **Continue** at the bottom of the screen.

MY Card Rules / Login Information

Enter your email address and Password and any other information requested and hit **Continue**.

MY Card Rules / Privacy Policy
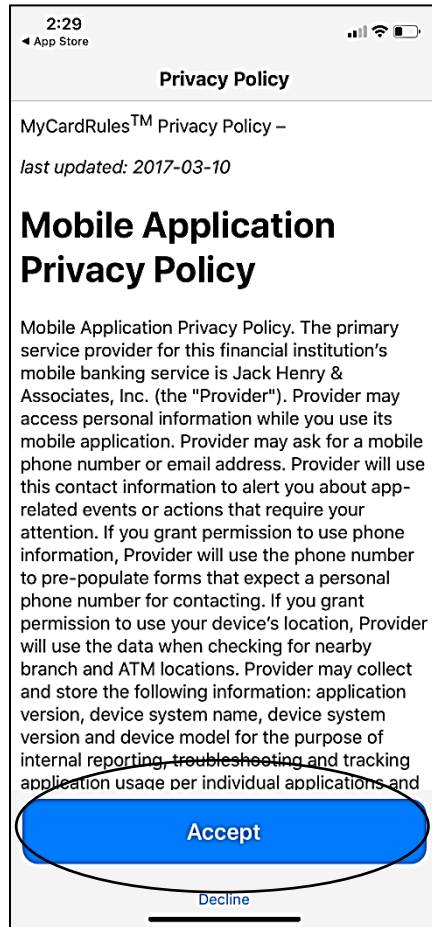
Scroll to the bottom of the Privacy Policy and hit **Accept**.

MY Card Rules / Terms and Conditions
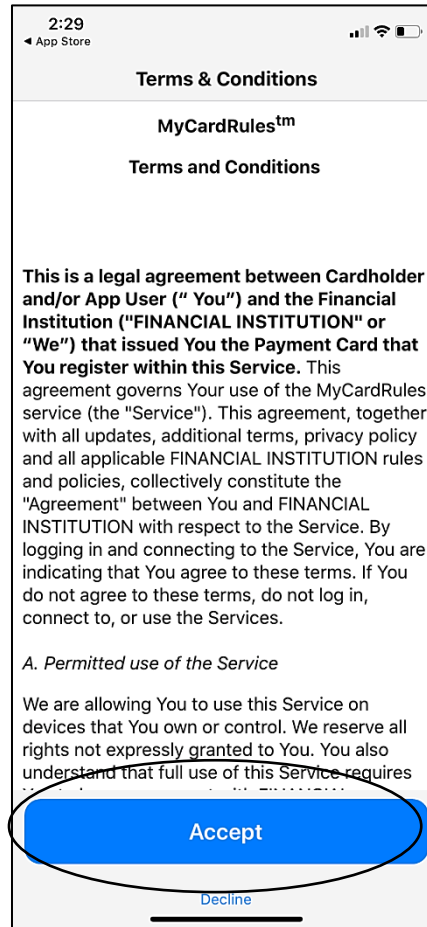
Scroll to the bottom of the Terms and Conditions and hit **Accept**.

MY Card Rules / Complete
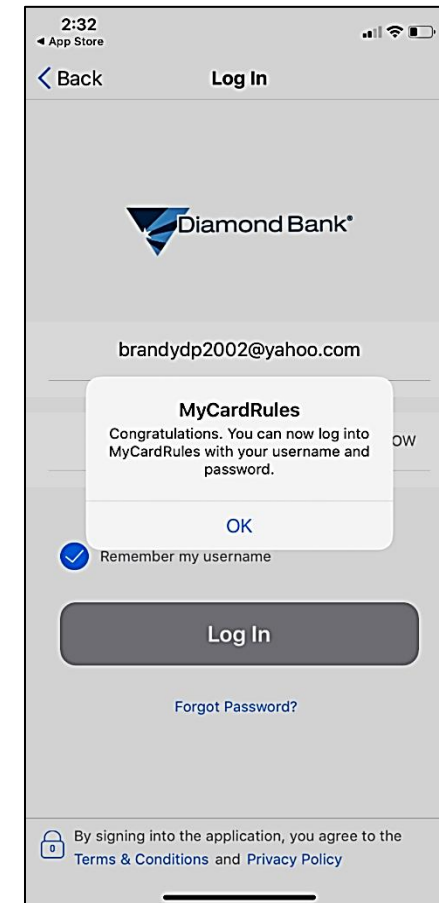
Congratulations you are ready to begin using the My Card Rules App!

MY Card Rules / Login

Hit the Login button and you will get the next screen to provide your login credentials.
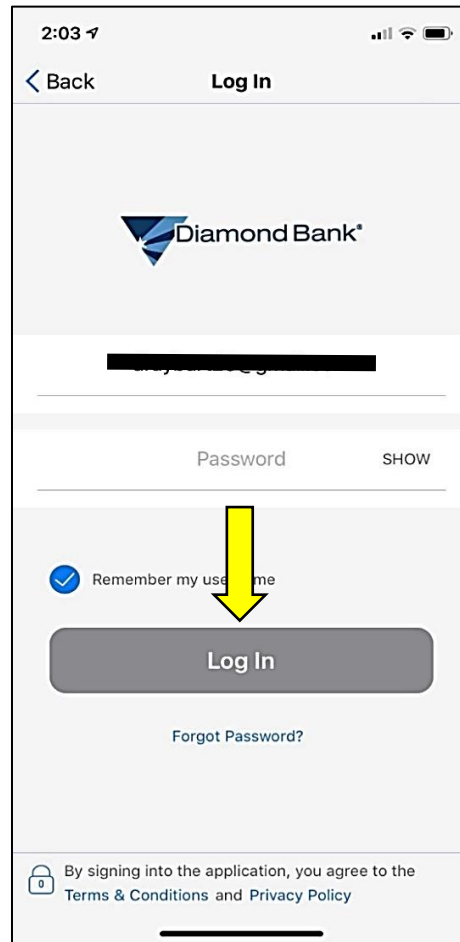
Enter your login information and Click on **Remember my username.** This will ensure you only have to enter your password when logging in.

MY Card Rules / Home Page
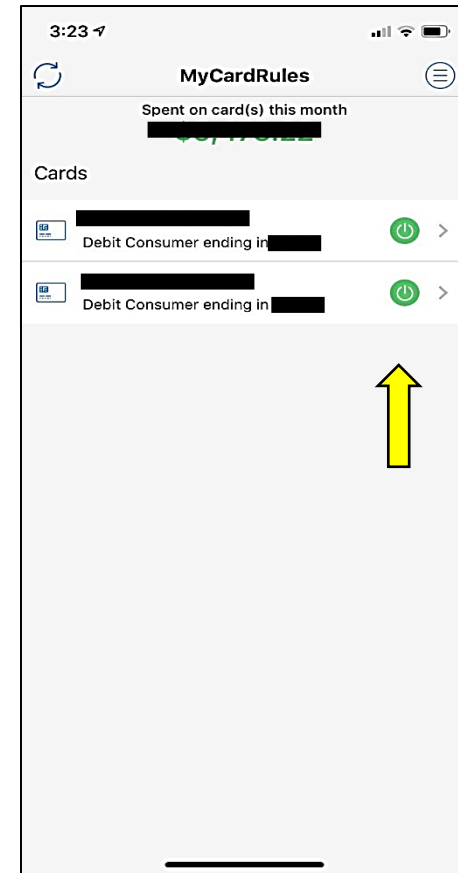
After you hit the Log In button you will be on the home page and if you have multiple cards linked to your account they will show up here and you choose which one you want to view by pressing the Green button.

MY Card Rules / Card Details
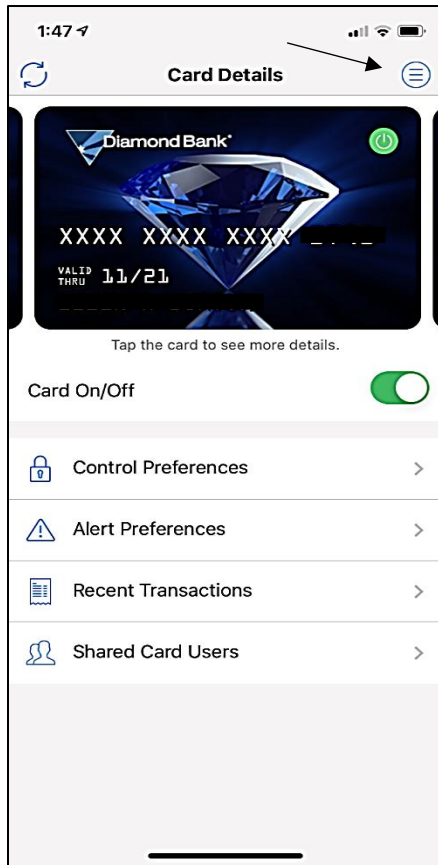
Once you have chosen the card you want to view, this is the first screen you will see. You can also slide left to see other cards linked to the app. Click on the Blue Circle above with the arrow pointing to it to advance to the options menu.

MY Card Rules / Options Menu
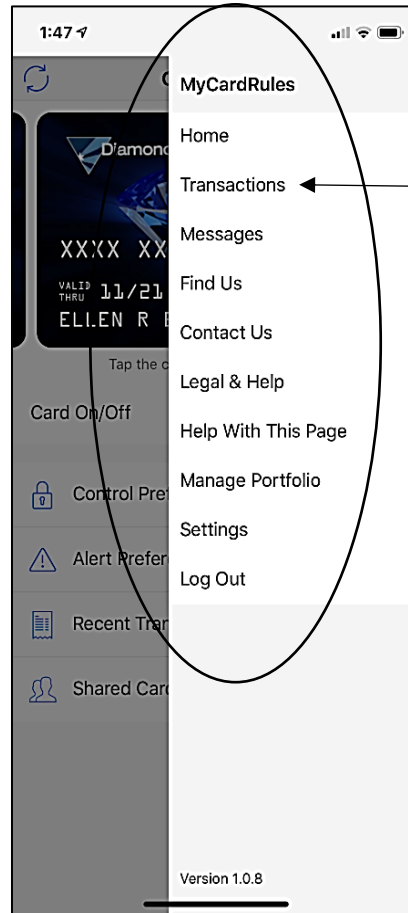
The page above slides out once you have clicked on the Options button. Choose Transactions to go to the next page.

MY Card Rules / Options / Transactions
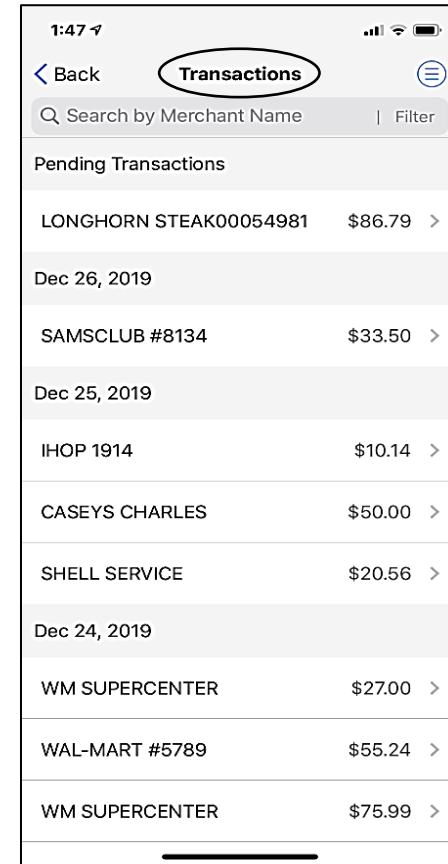
If you click on **Transactions,** you will see a list of transactions separated by date.

MY Card Rules / Options / Transactions Detail
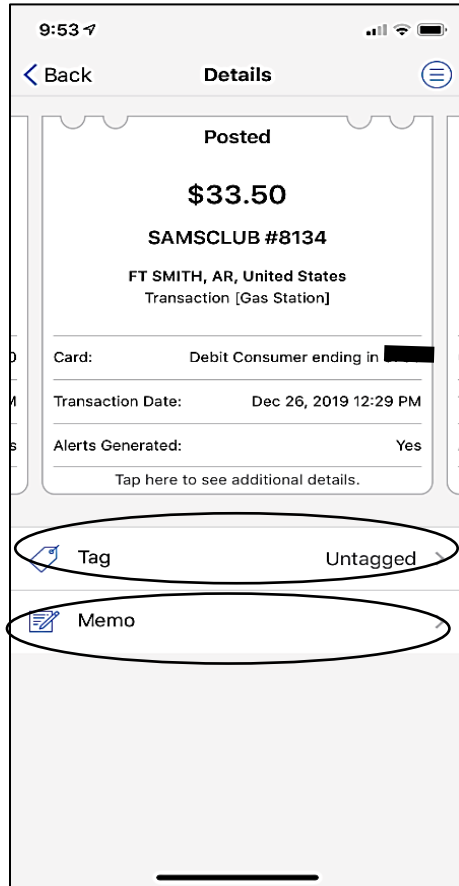
If you choose a specific **Transaction,** you will see a detailed description of the transaction. You can press the Untagged line to categorize any transactions you want to track.

MY Card Rules / Options / Transactions / Detail Tag
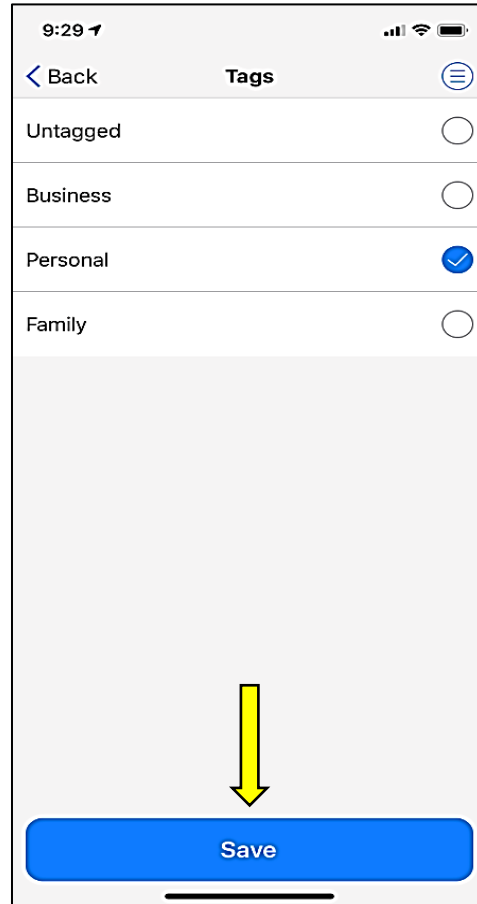
You can choose between the Tags listed above and press **Save.** Once tagged, you can then filter by the tags when searching for transactions.

MY Card Rules / Options / Transactions / Memo
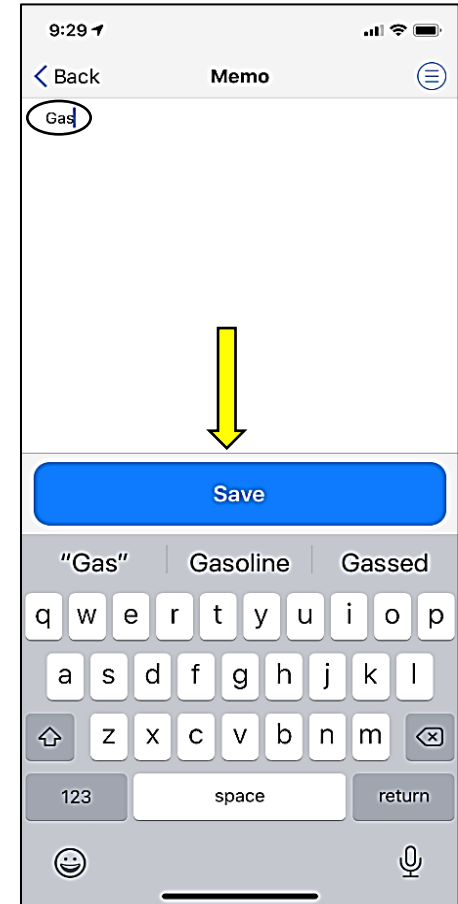
This screenshot is from the Memo option from the Transaction Detail page 2 slides back. Type in your memo and press **Save.**
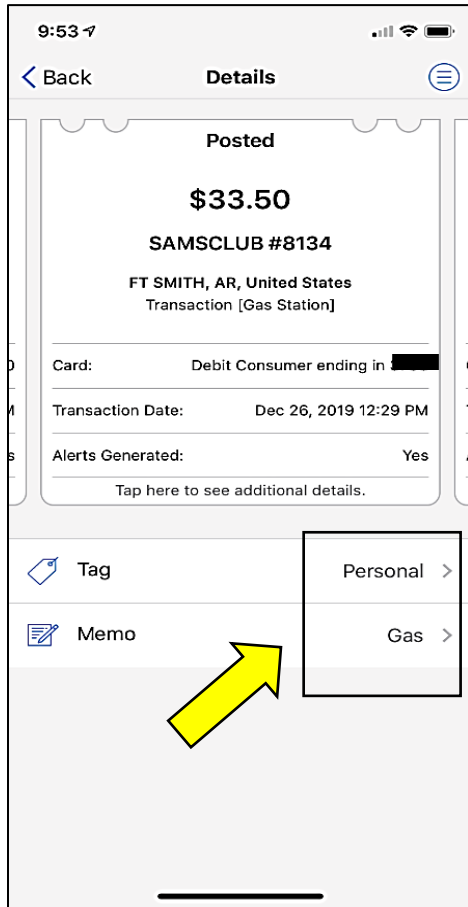
This screenshot is how it will look after applying a **Tag** and a **Memo**.

MY Card Rules / Options / Transactions Search
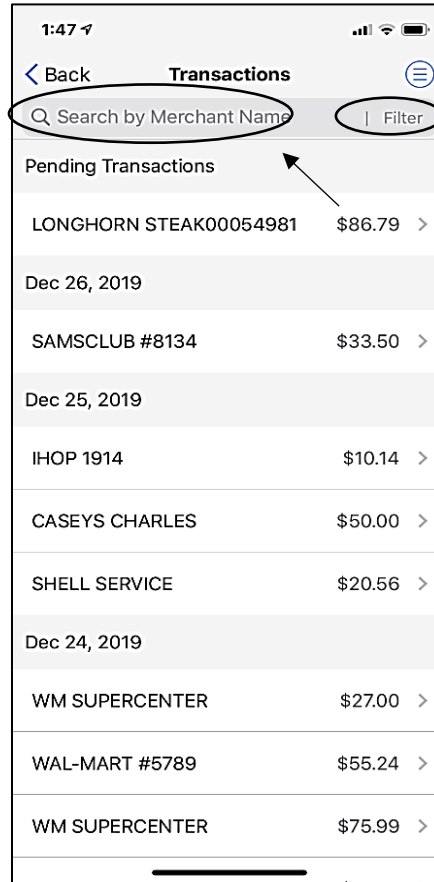
Back on the **Transactions** page**,** you have the option to search by Merchant name or pressing the **Filter** option and the next page will open.

MY Card Rules / Options / Transactions Search / Tagged
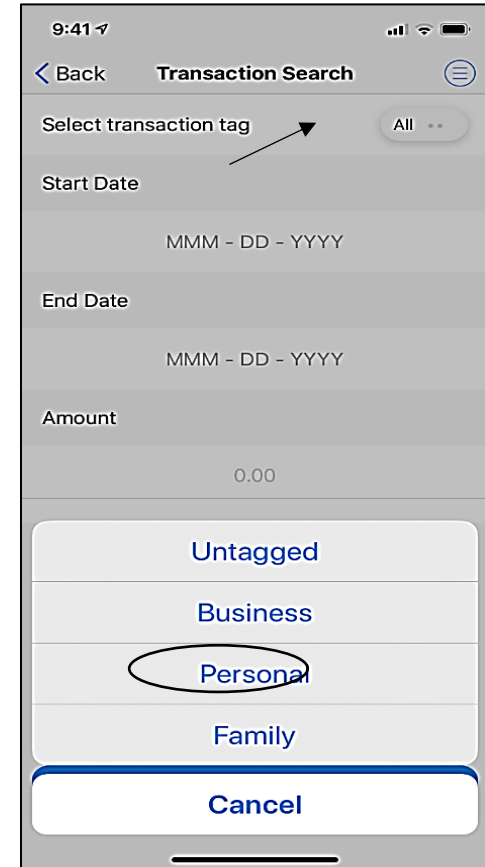
By pressing the button that says All next to Select Transaction Tag, you can search through transactions that you have previously tagged. You can further filter by Start or End Date or by an amount.

This screenshot shows the resulting page after choosing the transactions filtered by the Personal option.

My Card Rules / Options / Messages
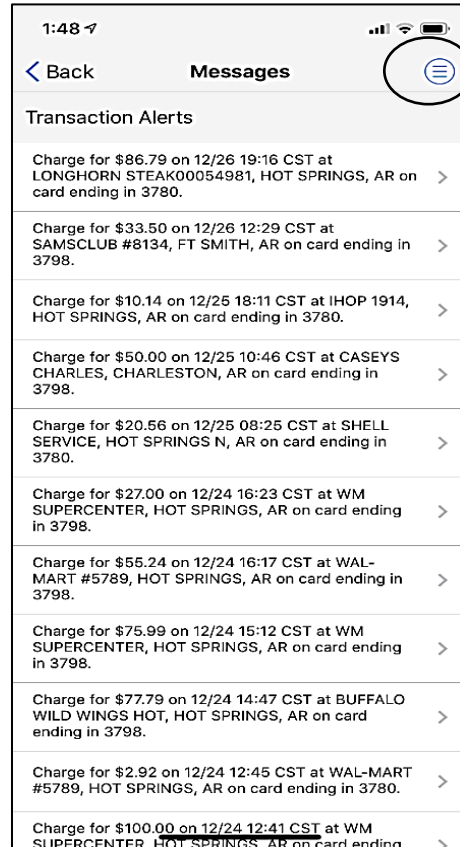
This page is what comes up when you hit the Messages option under the **Options Menu.** This option shows the alerts that pop up each time that you use a debit card that is tied to the MyCardRules App.

MY Card Rules / Options / Settings / Personal Information
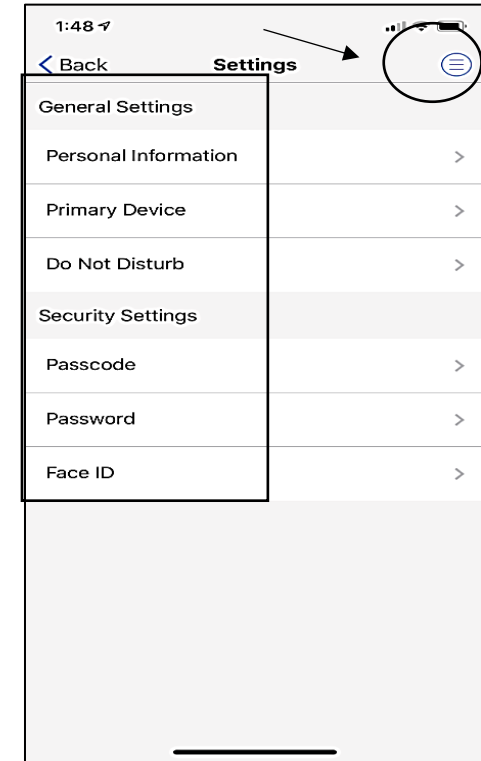
This page is what comes up when you hit the **Settings** option under the **Options Menu.** The next few slides are detailing the options listed on this page under settings. Pressing on the **Personal Information** line will take you to the next slide.

MY Card Rules / Options / Settings / Personal Information / Edit
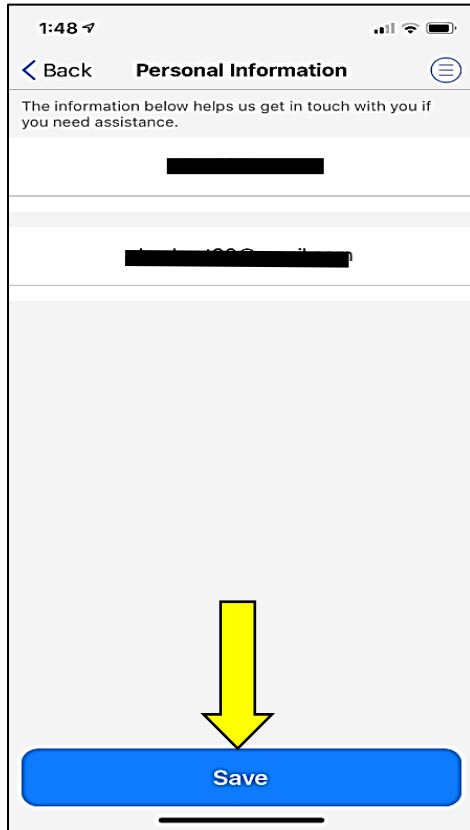
This will show your name and email address that you used to register for the App. If you choose to update just press the **Save** button.

MY Card Rules / Options / Settings / Primary Device
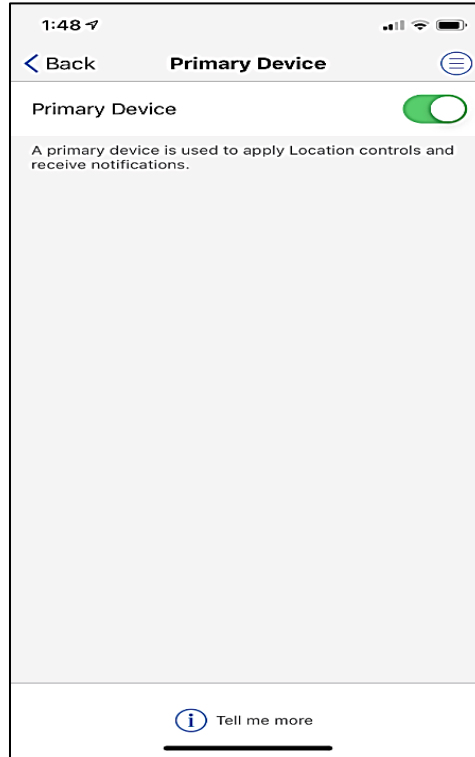
You can use the Mobile App on more than one device, but only one device can be designated as the primary device. Alerts are sent only to the primary device, and only the primary device is used to determine your location for Location controls and alerts.

MY Card Rules / Options / Settings / Do Not Disturb
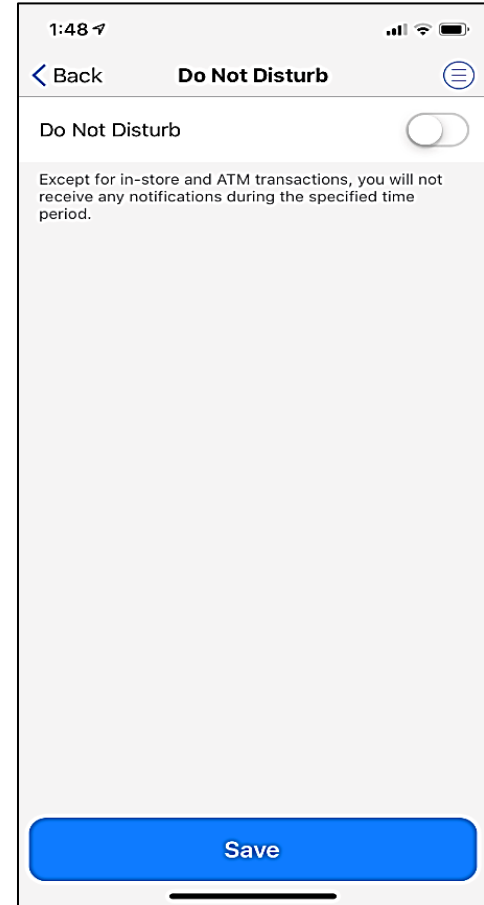
Turning on Do Not Disturb will silence all alerts except for In-Store and ATM transactions.

MY Card Rules / Options / Settings / Security Settings / Passcode
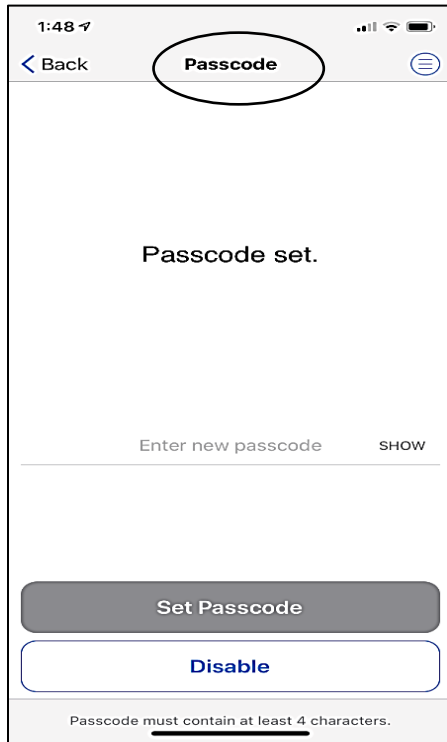
If you don't want to use the Face or Thumbprint Recognition you can set up your account to use a passcode so that you don't have to enter your Password each time you sign in (On the same transaction day if you have already opened the App.)

MY Card Rules / Options / Settings / Security Settings / Change Password
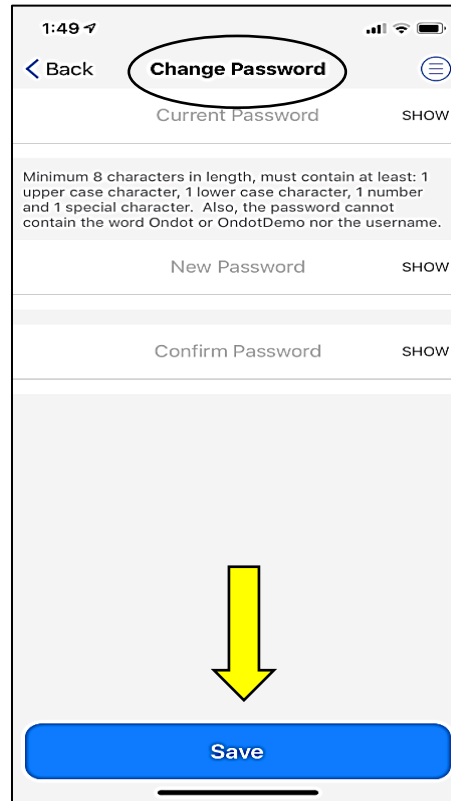
Use this screen to update your password.

My Card Rules / Options / Settings / Security Settings / Face ID
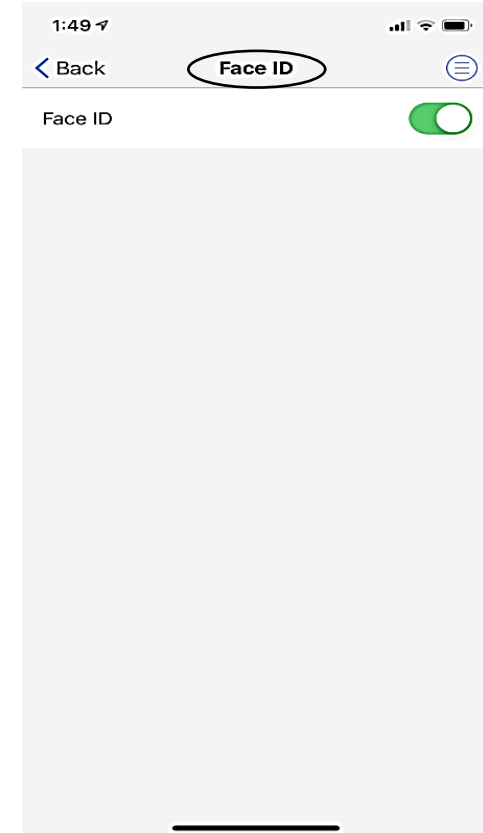
Use this screen to enable Face ID or Thumbprint recognition depending on what phone you are using. Applies to only the same business day so if you sign in multiple times a day you won't have to enter your password.

MY Card Rules / Card Detail Homepage
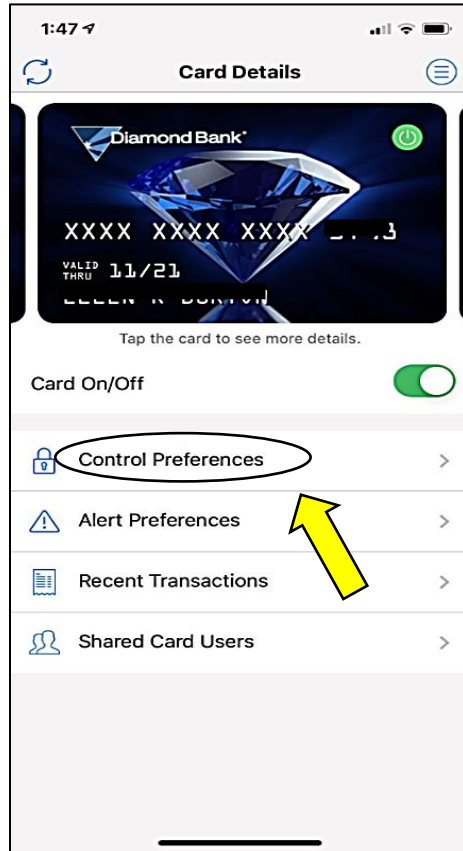
This screenshot is back to the home page for the active card you are viewing. The first option under the card is **Control Preferences**. Press this option for the next page to appear.

MY Card Rules / Card Details / Control Preferences
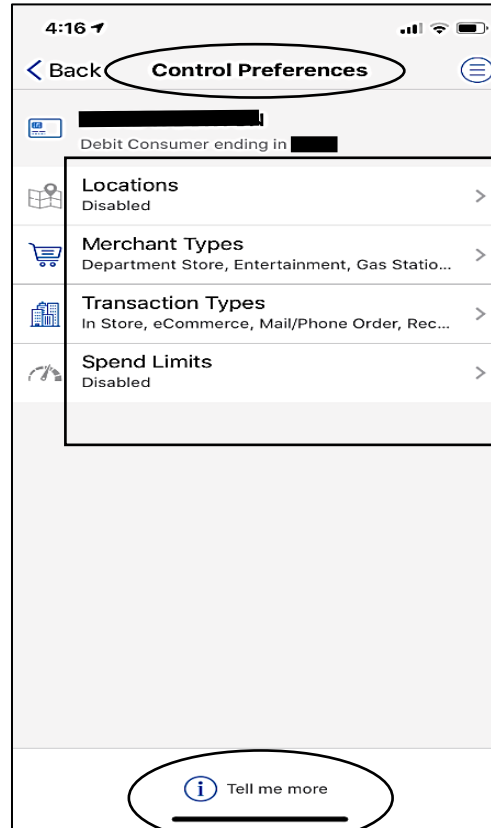
You have 4 options, **Locations, Merchant Types, Transaction Types, and Spend Limits.** Pressing **Tell Me More** will bring the next slide up.

MY Card Rules / Card Details / Control Preferences / Tell Me More

This page and the next 3 detail what happens when you enable the location controls listed, **My Location, My Regions, International.**

MY Card Rules / Card Details / Control Preferences / Location Controls

4:17

Back **Location Controls**

Debit Consumer ending in

My Location
All in-store transactions are denied if device and merchant locations don't match.

My Regions
All in-store transactions are denied if merchant location is outside selected regions.

International
Country of Residence: United States

All international in-store transactions are denied outside selected countries. If you don't add any countries, all international in-store transactions are denied.

ⓘ Tell me more

MY Card Rules / Card Details / Control Preferences / MY Location

4:17

Back **Tell Me More**

How My Location works

When My Location is enabled, the location of your mobile device is sent to the service when significant location changes are detected. This information is used to match the address information for the store location when you make an in-store purchase. If your device location does not intersect with the zip code in which the store is located, the purchase may be denied.

If only the city or state is available for the store location, that information is used instead of the zip code.

In some cases, we may know that a centralized office address instead of the store location was used on a purchase. The Mobile App will not apply the My Location preference for that transaction and the transaction may be approved.

Device location accuracy may be affected by cellular network coverage and connectivity.

If a mobile device is shut off or the battery has died, the Mobile App will not apply the My Location Alert preference for that transaction and the transaction may be approved.

MY Card Rules / Card Details / Control Preferences / My Regions / International

4:17

Back **Tell Me More**

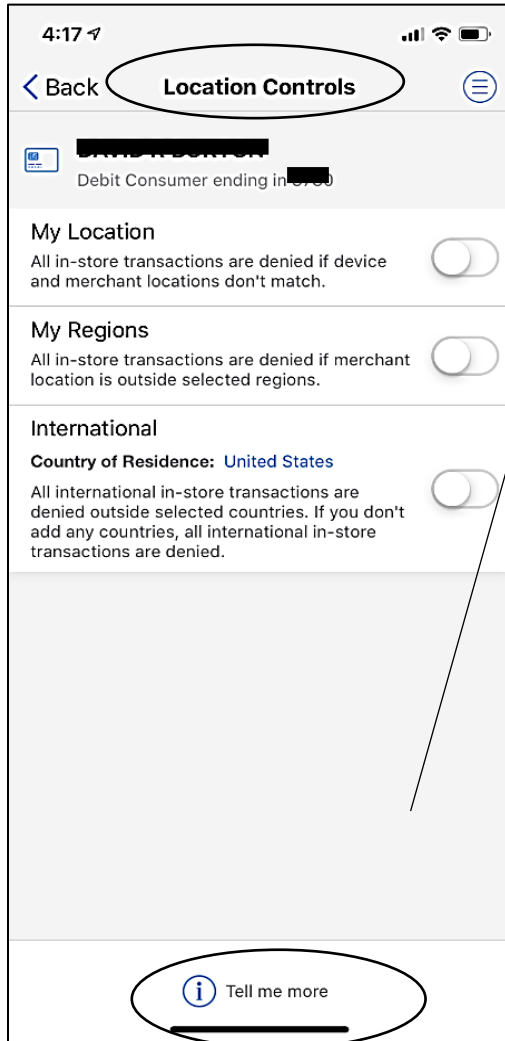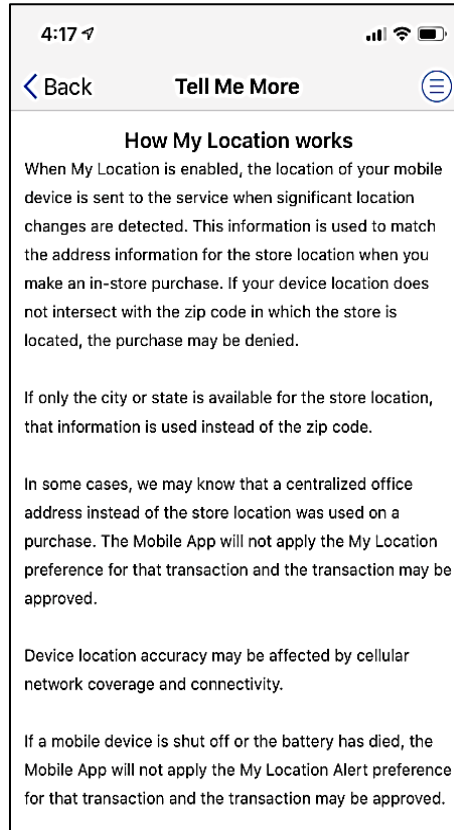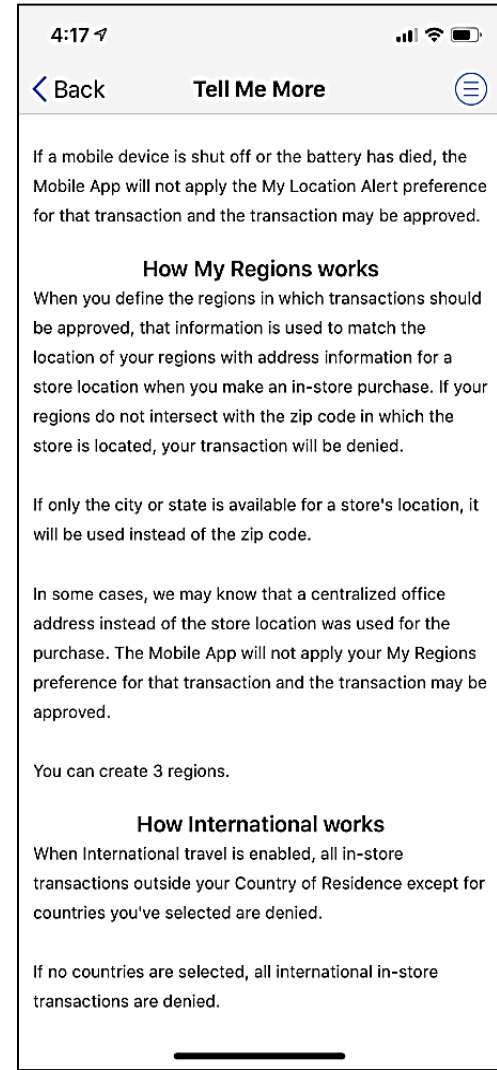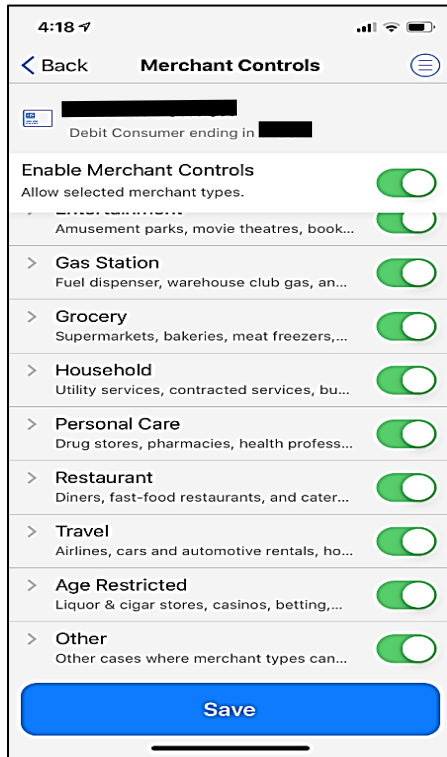If a mobile device is shut off or the battery has died, the Mobile App will not apply the My Location Alert preference for that transaction and the transaction may be approved.

How My Regions works

When you define the regions in which transactions should be approved, that information is used to match the location of your regions with address information for a store location when you make an in-store purchase. If your regions do not intersect with the zip code in which the store is located, your transaction will be denied.

If only the city or state is available for a store's location, it will be used instead of the zip code.

In some cases, we may know that a centralized office address instead of the store location was used for the purchase. The Mobile App will not apply your My Regions preference for that transaction and the transaction may be approved.

You can create 3 regions.

How International works

When International travel is enabled, all in-store transactions outside your Country of Residence except for countries you've selected are denied.

If no countries are selected, all international in-store transactions are denied.
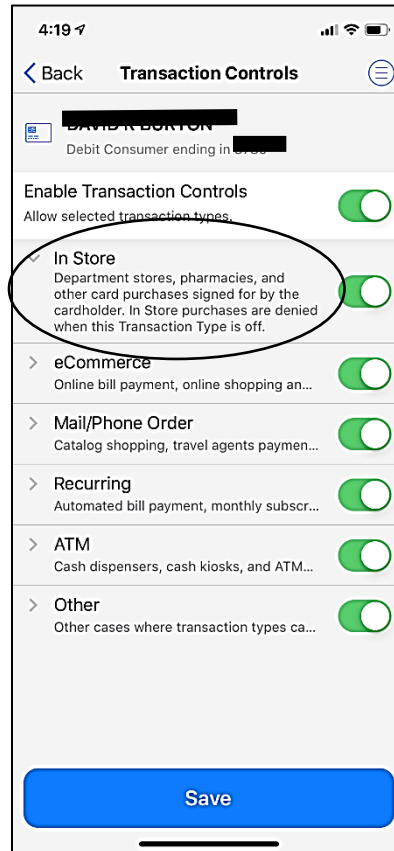
MY Card Rules / Card Details / Control Preferences / Merchant Types / **Merchant Controls**
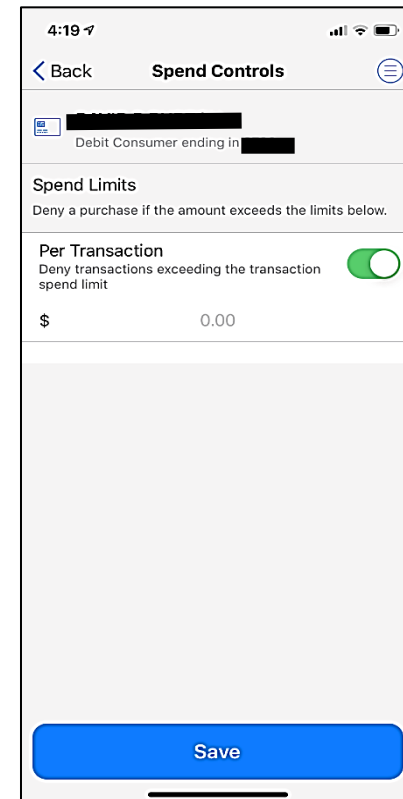

The next 3 options under Control Preferences are listed on this page. Pressing each item will detail what happens when you enable each item.

MY Card Rules / Card Details / Control Preferences / Merchant Types / **Transactions Controls**
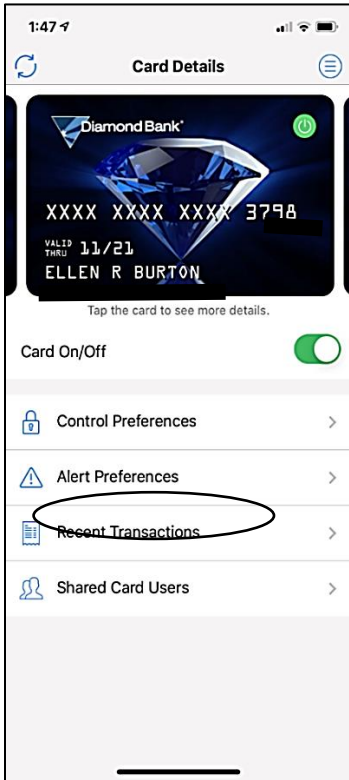

MY Card Rules / Card Details / Control Preferences / Merchant Types / **Spend Controls**
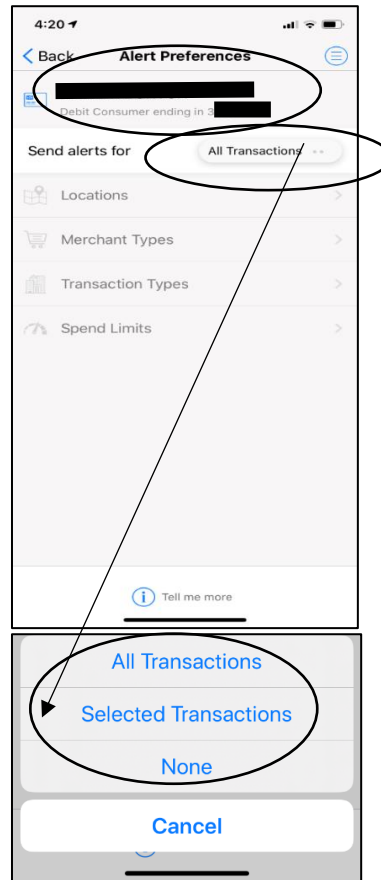

For example, you could use the Spend Controls if you want to limit your child to a certain dollar limit when they use their card.

MY Card Rules / Card Details / Control Preferences / Alert Preferences

Choosing the Alert Preferences will bring up the options on the next page **but first must be enabled in the Control Preferences Location**

Once you have enabled the alerts you can choose to see all alerts or just the ones that have been enabled.

MY Card Rules / Card Details / Recent Transactions

This screenshot is back to the Homepage for the active card chosen. The Recent Transactions option was also explained earlier and can be found under the Options button highlighted at the top right.
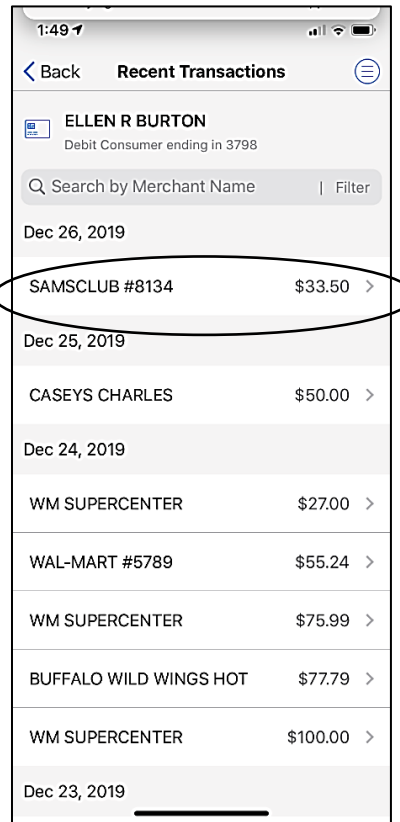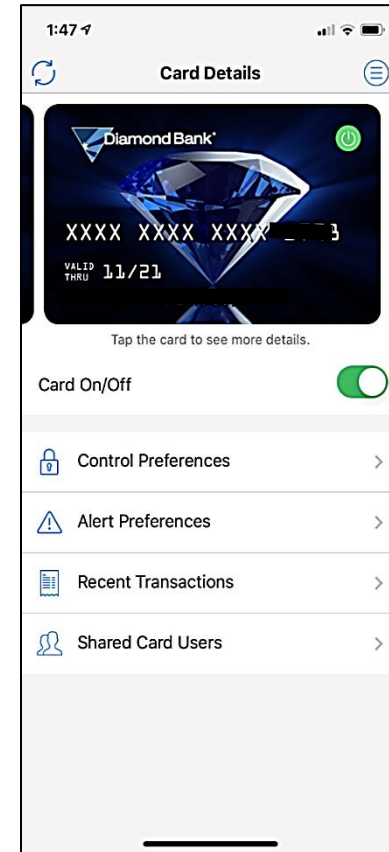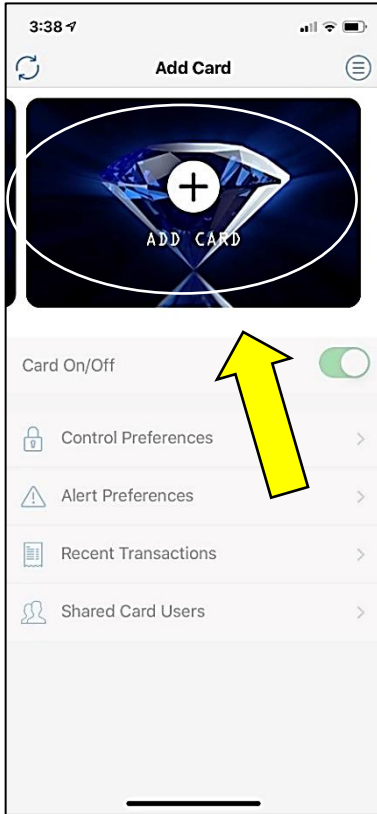

You can navigate through the details of each transaction by selecting the transaction you want to review.

My Card Rules / Card Details / Additional Cards

Swiping left on this screen will bring up the next slide.

MY Card Rules / Card Details / Add Card

Once completed you can then set up all of the alerts as you did with the above procedures and can match the other card(s) preferences or customize each one.

By clicking on this area you can add other Diamond Bank Debit Cards that are tied to your account. Just have the card available to complete the registration for each card added.

## MY Card Rules / Turning off Card
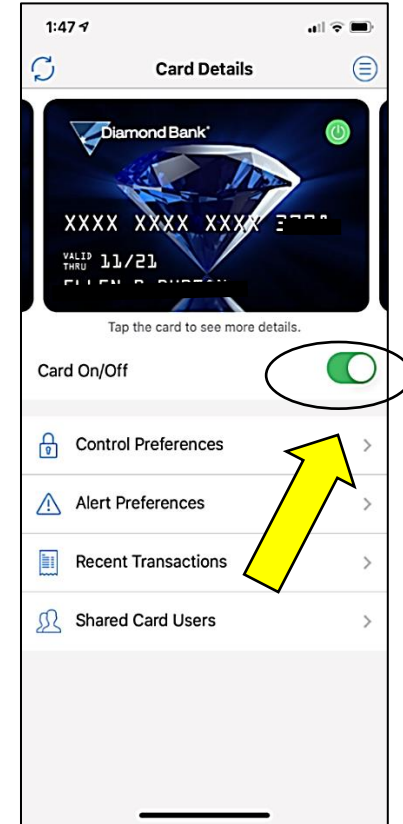
This toggle button allows you to instantly turn off your card if it has been lost or stolen without having to call the bank.

MY Card Rules / Additional Help

My Card Rules   Diamond Owned

My Card Rules Overview

Installing MyCardRules

Navigating MyCardRules

Transaction Details

Turning the Card Off and On

Location Controls

Merchant Controls

Alert Preferences

Shared Cards

Main Menu

Manage Settings

MyCardRules™
MEANS MY CARD AT MY CONVENIENCE

Congratulations, you have completed the installation and setup of the My Card Rules App and are on your way in protecting your account from the rising Fraud and Identity theft risk!
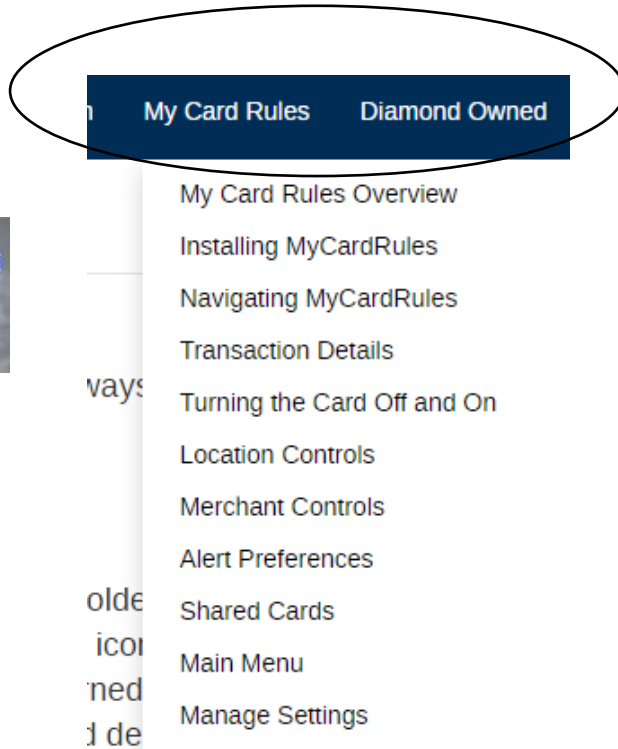
For additional help please visit the Diamond Bank Website for more navigational help under the My Card Rules Tab