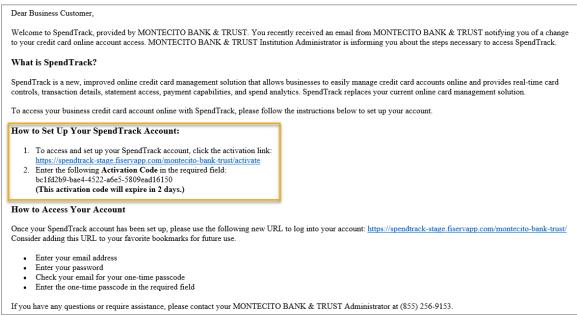


Welcome to SpendTrack for Program Administrators! Get started in 2 steps:

1. Call the MB&T Service Center at (805) 963-7511 to request an activation email with your first-time login instructions including an Activation Code. Once initiated by a Service Center associate, the email will be sent from alerts@spendtrack.fiserv.com with the Subject: SpendTrack Welcome & Activation. The Activation Code in the email is only valid for 2 days, so don't delay!

Sample email:



2. Once you are logged in, invite Users to the Cardholder Portal by following the 3 steps in the screenshot below. Inviting Users will send a **SpendTrack Welcome & Activation** email with first time login instructions to the User's email address.



Note: If you wish to make a User a secondary Program Administrator, click the ellipses next to their name, select **Edit Profile**, and change their role to Program Administrator <u>before</u> sending the invitation. This will send an activation email to the user for the Program Administrator portal.

