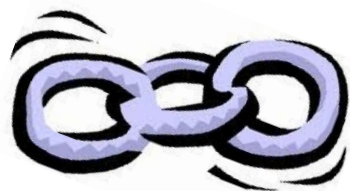




Credit Card Connection Tutorial



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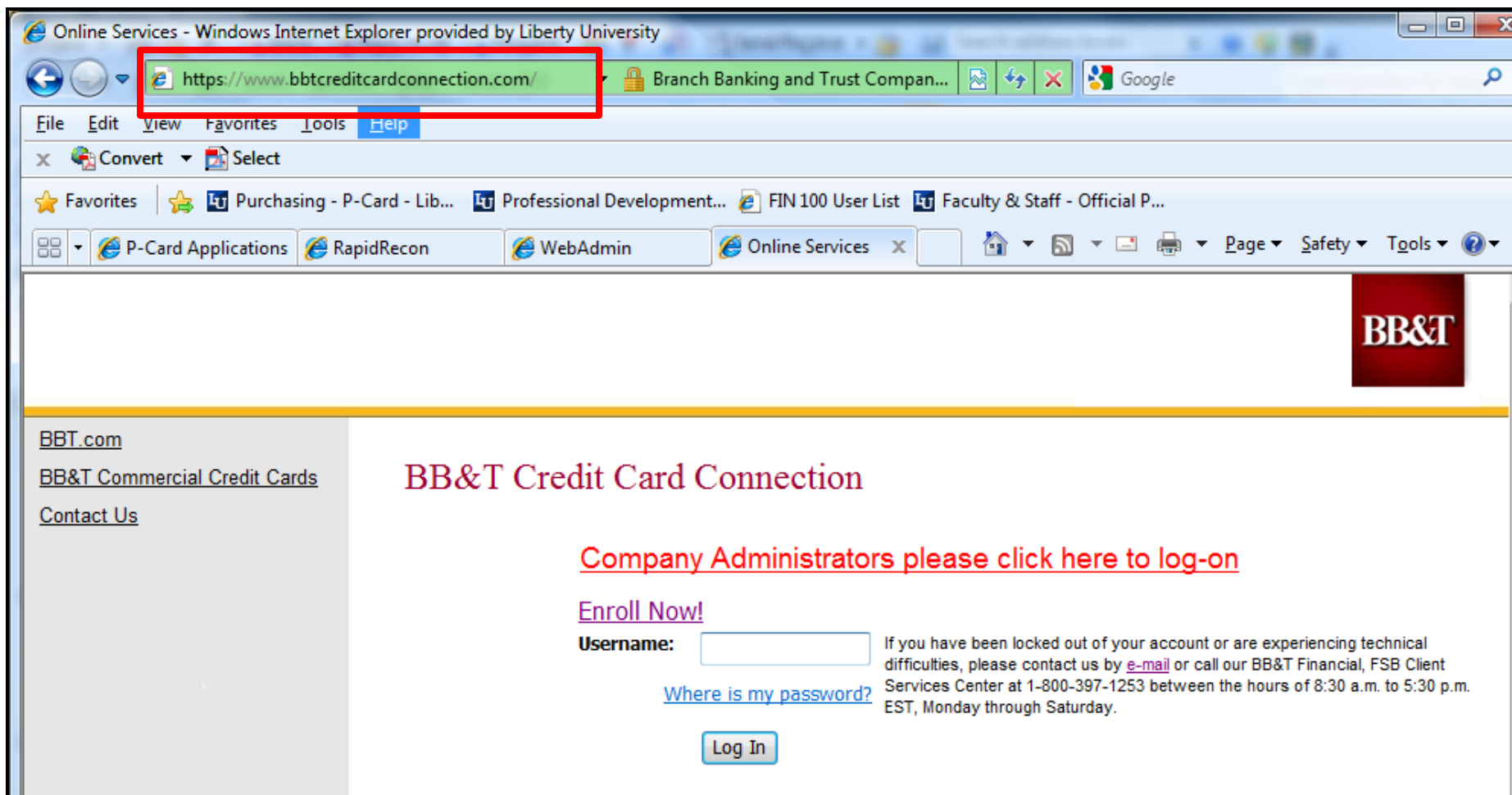
Alerts

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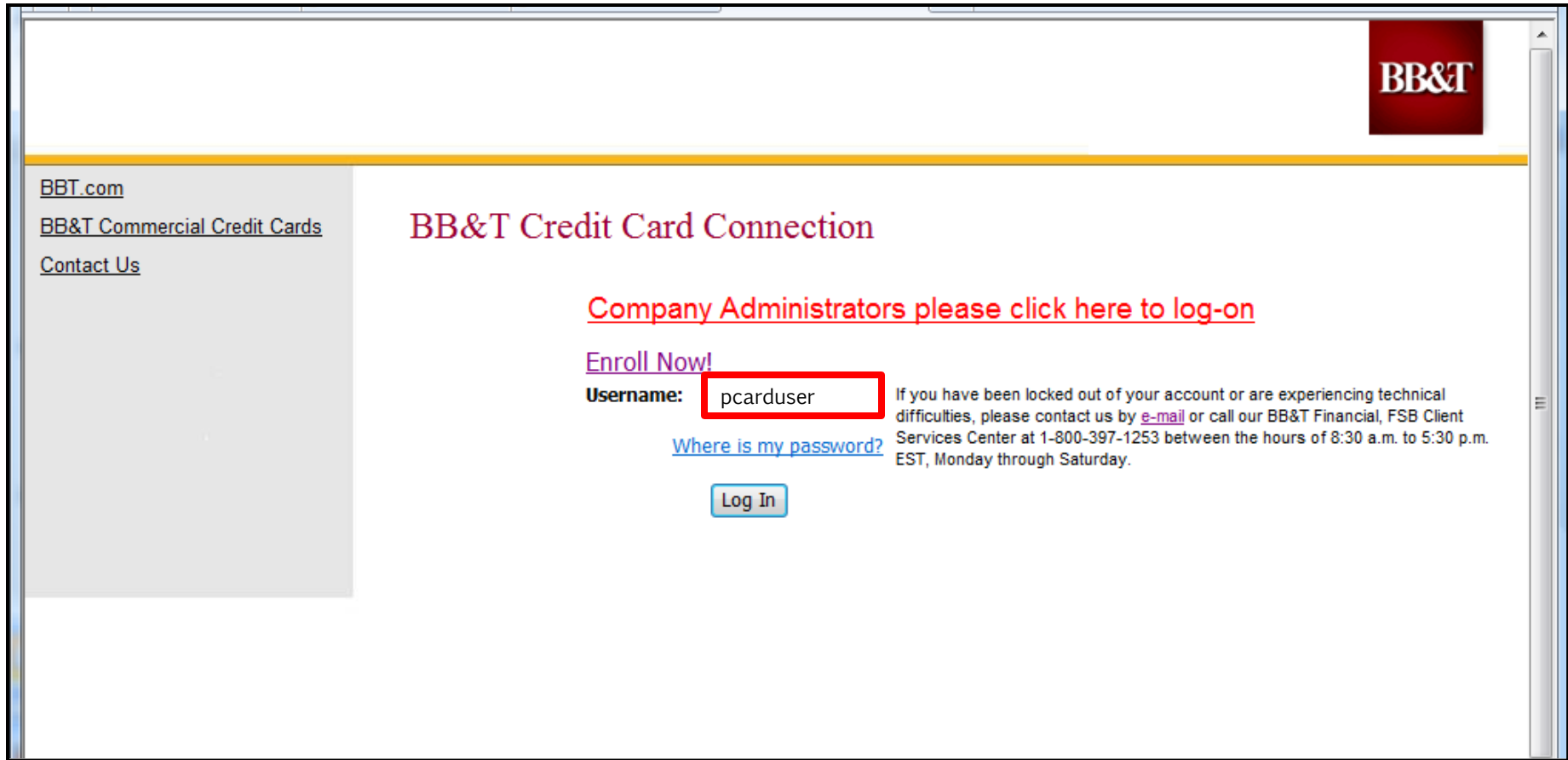
48

Logging into BB&T



To log into your BB&T Credit Card Connection account, visit www.bbtcreditcardconnection.com as shown above.

Logging into BB&T



The screenshot shows a web browser window displaying the BB&T Credit Card Connection login page. In the top right corner, there is a red square logo with the text "BB&T" in white. On the left side, there is a grey sidebar with three links: "BBT.com", "BB&T Commercial Credit Cards", and "Contact Us". The main content area has a title "BB&T Credit Card Connection" in purple. Below the title, there is a red link that says "Company Administrators please click here to log-on". Underneath that, there is a purple link that says "Enroll Now!". The "Username:" label is followed by a text input field containing the text "pcarduser", which is highlighted with a red rectangular border. Below the input field, there is a blue link that says "Where is my password?". At the bottom of the login section, there is a blue button with the text "Log In". To the right of the input field, there is a block of text that reads: "If you have been locked out of your account or are experiencing technical difficulties, please contact us by [e-mail](#) or call our BB&T Financial, FSB Client Services Center at 1-800-397-1253 between the hours of 8:30 a.m. to 5:30 p.m. EST, Monday through Saturday."

BBT.com
BB&T Commercial Credit Cards
Contact Us

BB&T Credit Card Connection

[Company Administrators please click here to log-on](#)

[Enroll Now!](#)

Username:

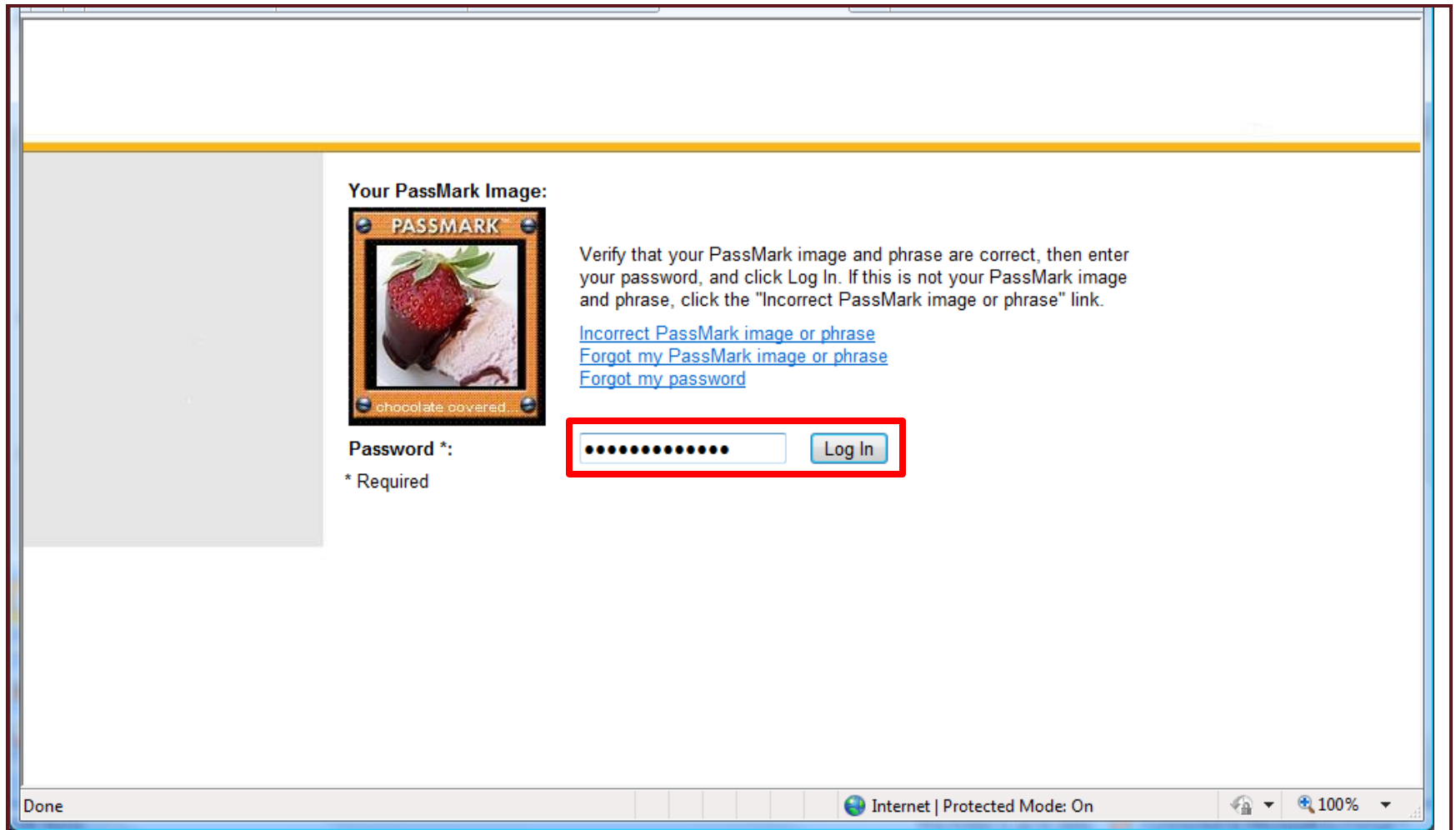
[Where is my password?](#)

[Log In](#)

If you have been locked out of your account or are experiencing technical difficulties, please contact us by [e-mail](#) or call our BB&T Financial, FSB Client Services Center at 1-800-397-1253 between the hours of 8:30 a.m. to 5:30 p.m. EST, Monday through Saturday.

Next, enter your Username.

Logging into BB&T



The screenshot shows a web browser window with the BB&T login page. On the left is a large grey rectangular area. To its right, the text "Your PassMark Image:" is displayed above a square image of a strawberry on a chocolate-covered cake. The image has "PASSMARK" at the top and "chocolate covered..." at the bottom. To the right of the image, a paragraph of text explains the verification process, followed by three blue links: "Incorrect PassMark image or phrase", "Forgot my PassMark image or phrase", and "Forgot my password". Below the image, the text "Password *:" and "* Required" are shown. A red rectangle highlights the password input field, which contains ten black dots, and the "Log In" button to its right. The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and a zoom level of "100%".

Your PassMark Image:

PASSMARK

chocolate covered...

Verify that your PassMark image and phrase are correct, then enter your password, and click Log In. If this is not your PassMark image and phrase, click the "Incorrect PassMark image or phrase" link.

[Incorrect PassMark image or phrase](#)

[Forgot my PassMark image or phrase](#)

[Forgot my password](#)

Password *:

* Required

Log In

Done

Internet | Protected Mode: On

100%

Enter your Password, then click 'Log In.'

Account Summary

[Quick Links Menu](#)



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Account Summary

Credit Card Account Number: #####-####-####-1234 (pcarduser)

Cardholder: P-Card User

[HELP](#)

[PRINT](#)



Balances are current as of Friday, June 24, 2011 at 8:56 AM

Current Account Summary

Account Balance:	View Transactions	\$0.00
Cash Balance:		\$0.00
Pending Balance:	View Detail	\$0.00
Available Credit:		\$50,000.00
Available Cash:		\$0.00
Credit Limit:		\$50,000
Cash Limit:		\$0
Past Due Amount		\$0.00
Overlimit Amount:		\$0.00
Account Status:		Open
Last Activity Date:		2/26/2010
Cardholder Since:		10/3/2008



Access your account anytime anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

Welcome to your 'Account Summary!'

6

The Account Summary provides your P-Card balance (posted transactions), pending transactions, and monthly available credit. You'll also find your monthly credit limit which refreshes on the 3rd day of each month.

Viewing Posted Transactions



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Account Summary

Credit Card Account Number: #####-####-####-1234 (pcarduser)

Cardholder: P-Card User

HELP

PRINT



Balances are current as of Friday, June 24, 2011 at 8:56 AM

Current Account Summary

Account Balance	View Transactions	\$0.00
Cash Balance:		\$0.00
Pending Balance:	View Detail	\$0.00
Available Credit:		\$50,000.00
Available Cash:		\$0.00
Credit Limit:		\$50,000
Cash Limit:		\$0
Past Due Amount		\$0.00
Overlimit Amount:		\$0.00
Account Status:		Open
Last Activity Date:		2/26/2010
Cardholder Since:		10/3/2008



Access your account anytime anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

Click the '[View Transactions](#)' link to view a list of posted P-Card transactions.

Searching for Transactions



BB&T Credit Card Connection

BB&T

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View Transactions

Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

Previous Statement Activity. The default display for this page is "all transactions posted" to your account since your last statement. You can view your account's transaction history by using the drop down options on the left side of the page or use the **transaction search** feature to find transactions that meet specific criteria. You can also download transactions from this page.

Current Balances
Purchases: \$ 0.00
Cash Advances: \$ 0.00
Payments: \$ 0.00
Other Credits: \$ 0.00

Previous Statement Activity
Since my last statement

Transaction Download
Excel/Spreadsheet
DOWNLOAD

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
No transactions match the entered search criteria.					

Total Debit Transactions: \$0.00
Total Credit Transactions: \$0.00

To see additional details about a transaction, click on the description of the transaction. From the detailed transaction view you can change the expense category, add a memo or create a dispute form.

Done

Internet | Protected Mode: On 100%

The 'View Transactions' screen provides the ability to search transaction history based upon specific criteria.

Click '**transaction search.**'

Searching for Transactions

BB&T Credit Card Connection

BB&T

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Search Transactions
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

You can create and save as many unique transaction searches as you would like.

Use any combination of the options below to search for transaction activity for your account.

Date PostedAfter

AmountGreater Than \$

Description

Memo

TypeAll

Expense CategoryAll

Search

Transaction Searches

Search

No Records Available

You can search your transactions by entering a 'Date Posted,' a dollar 'Amount,' 'Type,' or 'Expense Category.'

Searching for Transactions

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Search Transactions

February 2011

Sun Mon Tue Wed Thu Fri Sat

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28

####-####-####-1234 (pcarduser)

HELP PRINT

You can create and save as many unique transactions as you like.

Use any combination of the options below to search your account.

Date Posted After

Amount Greater Than \$

Description

Memo

Type All

Expense Category All

Search

Transaction Searches

Search

No Records Available

If you are selecting a date other than what initially appears in the calendar, please be patient. The date is entered by first selecting the month, then year, then day. You may have to wait a couple moments before it recognizes your selection.

Searching for Transactions

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Search Transactions

Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP **PRINT**

You can create and save as many unique transaction searches as you would like.

Use any combination of the options below to search for transaction activity for your account.

Date Posted
After ▼ 2/14/2010

Amount
Greater Than ▼ \$

Description

Memo

Type
All ▼
All
Cash Advance
Credit Voucher
Credit Voucher Reversal
Fee
Finance Charge
Misc Credits
Misc Debits
Payment
Purchase
Sales Draft Reversal

Expense Category
All ▼

Search

Transaction Search
Search ▼
No Records Available

Select 'All' for the most comprehensive search. Some of the 'Type' choices will not apply to your P-Card use.

Searching for Transactions

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[Log Off](#)

Search Transactions

Credit Card Account Number: #####-##
Cardholder: P-Card User

You can create and save as many unique transaction searches as you would like.

Use any combination of the options below to search for transaction activity for your account.

Date Posted	After ▾	2/14/2010	Amount	
Description	<input type="text"/>		Memo	
Type	All ▾		Expense Category	<div>Gifts Given Groceries Health & Medical Home Repair Household Insurance Legal And Professional Miscellaneous Payment Personal Care Pet Care Recreation Rent Subscriptions & Memberships Taxes Transfer of Balance Travel Utilities Work Related</div>

Search

Transaction Searches

Search ▾

No Records Available

PRINT

You may categorize your expenses within BB&T Credit Card Connection. Once the P-Card expenses are categorized, you can pull transactions based upon the created categories. If you have not yet categorized your expenses or prefer a comprehensive search, select 'All.'

Searching for Transactions

BB&T Credit Card Connection

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Search Transactions
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

You can create and save as many unique transaction searches as you would like.

Use any combination of the options below to search for transaction activity for your account.

Date Posted	After ▼	2/14/2010	Amount	Greater Than ▼	\$	
Description			Memo			
Type	All ▼		Expense Category	All ▼		
Search						

Transaction Searches

Search ▼
No Records Available

Once you enter your preferred search criteria, click 'Search.'

Searching for Transactions

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Transaction Search Results

Credit Card Account Number: #####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

The listed transactions met the transaction search criteria you entered. You may save this search for future use by providing a name for the search and selecting the Save button or download the results of the search.

If you do not find the transactions you are looking for, you can [return to transaction search](#) and enter new search criteria.

Save this search as: Save

Transaction Download
Excel/Spreadsheet

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
2/26/2010	2/24/2010	Purchase	CHILI'S CLT 10451292	Dining Out	\$12.15
2/26/2010	2/24/2010	Purchase	STARBUCKS F TP10191542	Dining Out	\$2.79
2/26/2010	2/24/2010	Purchase	USAIRWAYS 0372379955079	Travel	\$50.00
2/25/2010	2/24/2010	Purchase	RPS Lynchburg Q02	Auto Related	\$32.00
2/23/2010	2/21/2010	Purchase	SB & J NEWS CONNECTION	Groceries	\$2.59
2/23/2010	2/21/2010	Purchase	MIDTOWN SUNDRIES	Dining Out	\$7.61
2/23/2010	2/22/2010	Purchase	COLUMBIA RESTAURANT 0105	Dining Out	\$28.29
2/23/2010	2/21/2010	Purchase	USAIRWAYS 0372379647581	Travel	\$25.00
2/22/2010	2/21/2010	Purchase	PUBLIX #28	Groceries	\$3.41

Total Debit Transactions: \$163.84
Total Credit Transactions: \$0.00

Pictured above are the Transaction Search Results. Click **'Expense View'** and the transactions will be summed by Expense Type. See the next slide.

Searching for Transactions

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Transaction Search Results
Credit Card Account Number: #####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

The listed transactions met the transaction search criteria you entered. You may save this search for future use by providing a name for the search and selecting the Save button or download the results of the search.

If you do not find the transactions you are looking for, you can [return to transaction search](#) and enter new search criteria.

Save this search as: Save

Transaction Download
Excel/Spreadsheet

Normal View

Posting Date	Trans Date	Type	Description	Expense Category ▲	Amount
2/25/2010	2/24/2010	Purchase	RPS Lynchburg Q02	Auto Related	\$32.00
				Total Auto Related	\$32.00
2/26/2010	2/24/2010	Purchase	CHILI'S CLT 10451292	Dining Out	\$12.15
2/26/2010	2/24/2010	Purchase	STARBUCKS F TP10191542	Dining Out	\$2.79
2/23/2010	2/21/2010	Purchase	MIDTOWN SUNDRIES	Dining Out	\$7.61
2/23/2010	2/22/2010	Purchase	COLUMBIA RESTAURANT 0105	Dining Out	\$28.29
				Total Dining Out	\$50.84
2/23/2010	2/21/2010	Purchase	SB & J NEWS CONNECTION	Groceries	\$2.59
2/22/2010	2/21/2010	Purchase	PUBLIX #28	Groceries	\$3.41
				Total Groceries	\$6.00
2/26/2010	2/24/2010	Purchase	USAIRWAYS 0372379955079	Travel	\$50.00

Above is the 'Expense View,' click '**Normal View**' to return to the previous screen.

Searching for Transactions

The screenshot displays the BB&T Credit Card Connection interface. On the left is a navigation menu with links: Accounts, Transactions, Statements, Alerts, Online Account Profile, Customer Service, and Log Off. The main content area has a header with the BB&T logo. Below the header, a message states: "If you do not find the transactions you are looking for, you can [return to transaction search](#) and enter new search criteria." Below this message are two sections: "Save this search as:" with an empty text box and a "Save" button, and "Transaction Download" with a dropdown menu set to "Excel/Spreadsheet" and a "DOWNLOAD" button. The "Normal View" link is active. A table of transactions is shown with columns: Posting Date, Trans Date, Type, Description, Expense Category, and Amount. The first transaction is highlighted with a red box around the description "RPS Lynchburg Q02". The table lists several transactions, including purchases from CHILI'S CLT, STARBUCKS, MIDTOWN SUNDRIES, COLUMBIA RESTAURANT, SB & J NEWS CONNECTION, PUBLIX, and USAIRWAYS. Totals for each category are shown in red. At the bottom right, the total debit transactions are \$163.84 and total credit transactions are \$0.00.

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Accounts
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Alerts
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Log Off

If you do not find the transactions you are looking for, you can [return to transaction search](#) and enter new search criteria.

Save this search as: Save

Transaction Download: Excel/Spreadsheet

[Normal View](#) [DOWNLOAD](#)

Posting Date	Trans Date	Type	Description	Expense Category	Amount
2/25/2010	2/24/2010	Purchase	RPS Lynchburg Q02	Auto Related	\$32.00
				Total Auto Related	\$32.00
2/26/2010	2/24/2010	Purchase	CHILI'S CLT 10451292	Dining Out	\$12.15
2/26/2010	2/24/2010	Purchase	STARBUCKS F TP10191542	Dining Out	\$2.79
2/23/2010	2/21/2010	Purchase	MIDTOWN SUNDRIES	Dining Out	\$7.61
2/23/2010	2/22/2010	Purchase	COLUMBIA RESTAURANT 0105	Dining Out	\$28.29
				Total Dining Out	\$50.84
2/23/2010	2/21/2010	Purchase	SB & J NEWS CONNECTION	Groceries	\$2.59
2/22/2010	2/21/2010	Purchase	PUBLIX #28	Groceries	\$3.41
				Total Groceries	\$6.00
2/26/2010	2/24/2010	Purchase	USAIRWAYS 0372379955079	Travel	\$50.00
2/23/2010	2/21/2010	Purchase	USAIRWAYS 0372379647581	Travel	\$25.00
				Total Travel	\$75.00
Total Debit Transactions:					\$163.84
Total Credit Transactions:					\$0.00

Transaction details may be obtained by clicking on the Vendor name.

Expense Categorizing



Credit Card Connection



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Transaction Detail

Credit Card Account Number: #####-####-####-1234 (pcarduser)

Cardholder: P-Card User

HELP

PRINT

[Return to Transaction List](#)

[Dispute this Transaction](#)

Merchant Information

Merchant Name: RPS Lynchburg Q02

City, State/Province: LYNCHBURG , VA

Post Date	Trans. Date	Reference #	MCC Code	MCC Description	Amount
02/25/2010	02/24/2010	24210730056200625500118	7523	Automobile Parking Lots And Garages	\$32.00

Transaction Type: Purchase

Original Account #: #####-####-####-

Expense Category: Auto Related

Memo:

Change Expense Category: Auto Related



Add/Change Memo:

Submit

When in the Transaction Detail view, you can assign or change the Expense Category. An expense category may be assigned by clicking the drop down arrow.

Expense Categorizing

File Edit View Favorites Tools Help

Convert Select

★ Favorites ★ Purchasing - P-Card - Lib... Professional Development

P-Card Appl... Login Online Ser... X RapidRec

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Transaction Detail

[Return to Transaction List](#)

Merchant Information
Merchant Name:
City, State/Province:

Post Date	Trans. Date	Reference #
02/25/2010	02/24/2010	2421073005

Transaction Type:
Original Account #:
Expense Category:
Memo:
Change Expense Category:
Add/Change Memo:

Auto Related
Cash
Charitable Giving
Clothing
Computer Related
Dining Out
Education
Entertainment
Fee or Finance Charge
Finance & Other
Gifts Given
Groceries
Health & Medical
Home Repair
Household
Insurance
Legal And Professional
Miscellaneous
Payment
Personal Care
Pet Care
Recreation
Rent
Subscriptions & Memberships
Taxes
Transfer of Balance
Travel
Utilities
Work Related

#1234 (pcarduser) **HELP** **PRINT**

Option	Amount
Parking Lots And Garages	\$32.00

Submit

Then select the category that most closely corresponds to the expense.

Click 'Submit.'

Expense Categorizing

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Transaction Detail

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[Return to Transaction List](#) [Dispute this Transaction](#)

Merchant Information
Merchant Name: RPS Lynchburg Q02
City, State/Province: LYNCHBURG , VA

Post Date	Trans. Date	Reference #	MCC Code	MCC Description	Amount
02/25/2010	02/24/2010	24210730056200625500118	7523	Automobile Parking Lots And Garages	\$32.00

Transaction Type: Purchase
Original Account #: #####-####-####-
Expense Category: Auto Related
Memo:
Change Expense Category:
Add/Change Memo:

Click '**Return to Transaction List**' in order to categorize additional P-Card Transactions.

Expense Categorizing

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Transaction Detail

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[Return to Transaction List](#) [Dispute this Transaction](#)

Merchant Information
Merchant Name: RPS Lynchburg Q02
City, State/Province: LYNCHBURG , VA

Post Date	Trans. Date	Reference #	MCC Code	MCC Description	Amount
02/25/2010	02/24/2010	24210730056200625500118	7523	Automobile Parking Lots And Garages	\$32.00

Transaction Type: Purchase
Original Account #: #####-####-####-
Expense Category: Auto Related
Memo:
Change Expense Category:
Add/Change Memo:

You'll notice a '[Dispute this Transaction](#)' link. Please contact the Purchasing Department to report a dispute. Do not submit a dispute via the BB&T Credit Card Connection website.

To return to the Transaction List, click '[Return to Transaction List](#).'

Exporting Transactions



BB&T Credit Card Connection

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Transaction Search Results
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User
[HELP](#) [PRINT](#)

The listed transactions met the transaction search criteria you entered. You may save this search for future use by providing a name for the search and selecting the Save button or download the results of the search.

If you do not find the transactions you are looking for, you can [return to transaction search](#) and enter new search criteria.

Save this search as: [Save](#) Transaction Download: [DOWNLOAD](#)

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
2/26/2010	2/24/2010	Purchase	CHILI'S CLT 10451292	Dining Out	\$12.15
2/26/2010	2/24/2010	Purchase	STARBUCKS F TP10191542	Dining Out	\$2.79
2/26/2010	2/24/2010	Purchase	USAIRWAYS 0372379955079	Travel	\$50.00
2/25/2010	2/24/2010	Purchase	RPS Lynchburg Q02	Auto Related	\$32.00
2/23/2010	2/21/2010	Purchase	SB & J NEWS CONNECTION	Groceries	\$2.59
2/23/2010	2/21/2010	Purchase	MIDTOWN SUNDRIES	Dining Out	\$7.61
2/23/2010	2/22/2010	Purchase	COLUMBIA RESTAURANT 0105	Dining Out	\$28.29
2/23/2010	2/21/2010	Purchase	USAIRWAYS 0372379647581	Travel	\$25.00
2/22/2010	2/21/2010	Purchase	PUBLIX #28	Groceries	\$3.41

Total Debit Transactions: \$163.84
Total Credit Transactions: \$0.00

The site allows you to download your P-Card transactions into an Excel Spreadsheet. In order to do this, click on the yellow **Download** button.

Exporting Transactions

BB&T Credit Card Connection

Transaction Search Results

Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User

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The list is providing...
If you do...
Save this...
PCard Tr...
Expense...

File Download
Do you want to open or save this file?
Name: Transactions_Download.csv
Type: Microsoft Office Excel Comma Separated Values ...
From: www.bbtcreditcardconnection.com
Open Save Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Posting	Expense Category	Amount
2/26/2010	Dining Out	\$12.15
2/26/2010	Dining Out	\$2.79
2/26/2010	Travel	\$50.00
2/25/2010	Auto Related	\$32.00
2/23/2010	Groceries	\$2.59
2/23/2010	Dining Out	\$7.61
2/23/2010	Dining Out	\$28.29
2/23/2010	Travel	\$25.00
2/22/2010	Groceries	\$3.41

Total Debit Transactions: \$163.84
Total Credit Transactions: \$0.00

2/26/2010 2/21/2010 Purchase [SB & J NEWS CONNECTION](#)
2/23/2010 2/21/2010 Purchase [MIDTOWN SUNDRIES](#)
2/23/2010 2/22/2010 Purchase [COLUMBIA RESTAURANT 0105](#)
2/23/2010 2/21/2010 Purchase [USAIRWAYS 0372379647581](#)
2/22/2010 2/21/2010 Purchase [PUBLIX #28](#)

Click 'Open' or 'Save' to open the Excel spreadsheet.

Exporting Transactions

	A	B	C	D	E	F	G	H	I	J	K
1	Posting Date	Trans Date	Description	Amount							
2	2/26/2010	2/24/2010	CHILI'S CLT 10451292 CHARLOTTE ,NC	\$12.15							
3	2/26/2010	2/24/2010	STARBUCKS F TP10191542 TAMPA ,FL	\$2.79							
4	2/26/2010	2/24/2010	USAIRWAYS 0372379955079 TAMPA ,FL	\$50.00							
5	2/25/2010	2/24/2010	RPS Lynchburg Q02 LYNCHBURG ,VA	\$32.00							
6	2/23/2010	2/21/2010	SB & J NEWS CONNECTION CHARLOTTE ,NC	\$2.59							
7	2/23/2010	2/21/2010	MIDTOWN SUNDRIES SAINT PETER ,FL	\$7.61							
8	2/23/2010	2/22/2010	COLUMBIA RESTAURANT 0105 SAINT PETERSB,FL	\$28.29							
9	2/23/2010	2/21/2010	USAIRWAYS 0372379647581 ALLENTOWN ,PA	\$25.00							
10	2/22/2010	2/21/2010	PUBLIX #28 ST PETERSBURG,FL	\$3.41							
11											

The P-Card transactions are displayed above in an Excel Spreadsheet. The Excel spreadsheet provides flexibility to sort and analyze your P-Card transactions.

Exporting Transactions

BB&T Credit Card Connection

BB&T

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[Log Off](#)

Transaction Search Results
Credit Card Account Number: #####-1234 (pcarduser)
Cardholder: P-Card User
[HELP](#) [PRINT](#)

The listed transactions met the transaction search criteria you entered. You may save this search for future use by providing a name for the search and selecting the Save button or download the results of the search.

If you do not find the transactions you are looking for, you can [return to transaction search](#) and enter new search criteria.

Save this search as: [Save](#) Transaction Download: [DOWNLOAD](#)

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
2/26/2010	2/24/2010	Purchase	CHILI'S CLT 10451292	Dining Out	\$12.15
2/26/2010	2/24/2010	Purchase	STARBUCKS F TP10191542	Dining Out	\$2.79
2/26/2010	2/24/2010	Purchase	USAIRWAYS 0372379955079	Travel	\$50.00
2/25/2010	2/24/2010	Purchase	RPS Lynchburg Q02	Auto Related	\$32.00
2/23/2010	2/21/2010	Purchase	SB & J NEWS CONNECTION	Groceries	\$2.59
2/23/2010	2/21/2010	Purchase	MIDTOWN SUNDRIES	Dining Out	\$7.61
2/23/2010	2/22/2010	Purchase	COLUMBIA RESTAURANT 0105	Dining Out	\$28.29
2/23/2010	2/21/2010	Purchase	USAIRWAYS 0372379647581	Travel	\$25.00
2/22/2010	2/21/2010	Purchase	PUBLIX #28	Groceries	\$3.41

Total Debit Transactions: \$163.84
Total Credit Transactions: \$0.00

Return to the main menu by clicking on '[Accounts](#)' listed in the left hand margin.

Statements



BB&T Credit Card Connection

BB&T

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Account Summary

Credit Card Account Number: #####-####-1234 (pcarduser)

Cardholder: P-Card User

HELP

PRINT



Balances are current as of Friday, June 24, 2011 at 8:56 AM

Current Account Summary

Account Balance:	View Transactions	\$0.00
Cash Balance:		\$0.00
Pending Balance:	View Detail	\$0.00
Available Credit:		\$50,000.00
Available Cash:		\$0.00
Credit Limit:		\$50,000
Cash Limit:		\$0
Past Due Amount:		\$0.00
Overlimit Amount:		\$0.00
Account Status:		Open
Last Activity Date:		2/26/2010
Cardholder Since:		10/3/2008



Access your account anytime anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

Click '[View Transactions](#)' once again.

Statements

BB&T Credit Card Connection

BB&T

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View Transactions
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

Previous Statement Activity. The default display for this page is "all transactions posted" to your account since your last statement. You can view your account's transaction history by using the drop down options on the left side of the page or use the [transaction search](#) feature to find transactions that meet specific criteria. You can also download transactions from this page.

Current Balances
Purchases: \$ 0.00
Cash Advances: \$ 0.00
Payments: \$ 0.00
Other Credits: \$ 0.00

Previous Statement Activity
Since my last statement ▼

Transaction Download
Excel/Spreadsheet ▼
DOWNLOAD

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
No transactions match the entered search criteria.					

Total Debit Transactions: \$0.00
Total Credit Transactions: \$0.00

You can pull 'statements' by clicking the drop down arrow next to 'Since my last statement.'

Statements

BB&T Credit Card

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[Transactions](#)
[Find Transactions](#)
[Current Transactions](#)
[Reports](#)
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[Log Off](#)

From statement dated 12/2/2010
From statement dated 11/2/2010
From statement dated 10/1/2010
From statement dated 9/2/2010
From statement dated 8/2/2010
From statement dated 7/2/2010
From statement dated 6/2/2010
From statement dated 5/2/2010
From statement dated 4/2/2010
From statement dated 3/2/2010
From statement dated 2/2/2010
From statement dated 1/3/2010
From statement dated 12/2/2009
From statement dated 11/2/2009
From statement dated 10/2/2009
From statement dated 9/2/2009
From statement dated 8/3/2009
From statement dated 7/2/2009
From statement dated 6/2/2009
From statement dated 5/1/2009
From statement dated 4/2/2009
From statement dated 3/2/2009
From statement dated 2/2/2009
Since my last statement

[Expense View](#)

Transaction Download
Excel/Spreadsheet
DOWNLOAD

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
No transactions match the entered search criteria.					

Total Debit Transactions: \$0.00
Total Credit Transactions: \$0.00

Select the statement of your choice by highlighting the listing.

Statements

BB&T Credit Card Connection

Accounts (highlighted)

[Transactions](#)
[Find Transactions](#)
[Current Transactions](#)
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[Log Off](#)

Statement Balances

Previous Balance:	\$ 0.00
Purchases:	\$ 0.00
Cash:	\$ 0.00
Special:	\$ 0.00
Credits:	\$ 0.00
Payments:	\$ 0.00
Other Charges:	\$ 0.00
Finance Charges:	\$ 0.00
New Balance:	\$ 0.00

Payment Information

Minimum Payment Due:	\$ 0.00
Payment Due Date:	3/29/2010

Previous Statement Activity

From statement dated 3/2/2010

Transaction Download

Excel/Spreadsheet

DOWNLOAD

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
2/26/2010	2/24/2010	Purchase	CHILI'S CLT 10451292	Dining Out	\$12.15
2/26/2010	2/24/2010	Purchase	STARBUCKS F TP10191542	Dining Out	\$2.79
2/26/2010	2/24/2010	Purchase	USAIRWAYS 0372379955079	Travel	\$50.00
2/26/2010	2/24/2010	Purchase	BPS Lynchburg 002	Auto Related	\$32.00

Internet | Protected Mode: On

The transactions corresponding to the selected statement are displayed in the screen above.

Click on '**Accounts**' in the left hand margin to return to the main menu.

Viewing Pending Transactions



BB&T Credit Card Connection

BB&T

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[Transactions](#)
[Statements](#)
[Alerts](#)
[Online Account Profile](#)
[Customer Service](#)
[Log Off](#)

Account Summary

Credit Card Account Number: #####-####-####-1234 (pcarduser)

Cardholder: P-Card User

[HELP](#)

[PRINT](#)



Balances are current as of Friday, June 24, 2011 at 8:56 AM

Current Account Summary

Account Balance:	View Transactions	\$0.00
Cash Balance:		\$0.00
Pending Balance:	View Detail	\$0.00
Available Credit:		\$50,000.00
Available Cash:		\$0.00
Credit Limit:		\$50,000
Cash Limit:		\$0
Past Due Amount		\$0.00
Overlimit Amount:		\$0.00
Account Status:		Open
Last Activity Date:		2/26/2010
Cardholder Since:		10/3/2008



Access your account anytime anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

Click on **['View Detail'](#)** to view the transactions that have been incurred (pending), but not yet posted.

Viewing Pending Transactions

BB&T Credit Card Connection

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Outstanding Transactions

Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

[Return to Summary](#)

Outstanding Authorizations

Date ▼	Time	Amount	MCC	MCC Description	Merchant Name	Status
No Records Available						

This session does not have pending P-Card transactions. Not all transactions appearing in the Outstanding Transactions screen will post.

Click '[Return to Summary](#)' to return to the main menu.

Viewing Pending Transactions



Credit Card Connection



[Accounts](#)
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[Alerts](#)
[Online Account Profile](#)
[Customer Service](#)
[Log Off](#)

Account Summary

Credit Card Account Number: #####-####-####-1234 (pcarduser)

Cardholder: P-Card User

HELP

PRINT



Balances are current as of Friday, June 24, 2011 at 8:56 AM

Current Account Summary

Account Balance:	View Transactions	\$0.00
Cash Balance:		\$0.00
Pending Balance:	View Detail	\$0.00
Available Credit:		\$50,000.00
Available Cash:		\$0.00
Credit Limit:		\$50,000
Cash Limit:		\$0
Past Due Amount		\$0.00
Overlimit Amount:		\$0.00
Account Status:		Open
Last Activity Date:		2/26/2010
Cardholder Since:		10/3/2008



Access your account anytime anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

Notice the column in the left hand margin. As you click on each heading, the heading expands.

Viewing Pending Transactions

BB&T Credit Card Connection

BB&T

Accounts
Transactions
Find Transactions
Current Transactions
Reports
Statements
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Online Account Profile
Customer Service
Log Off

Account Summary

Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

Balances are current as of Friday, June 24, 2011 at 8:56 AM

Current Account Summary		
Account Balance:	View Transactions	\$0.00
Cash Balance:		\$0.00
Pending Balance:	View Detail	\$0.00
Available Credit:		\$50,000.00
Available Cash:		\$0.00
Credit Limit:		\$50,000
Cash Limit:		\$0
Past Due Amount		\$0.00
Overlimit Amount:		\$0.00
Account Status:		Open
Last Activity Date:		2/26/2010
Cardholder Since:		10/3/2008

Access your account anytime anywhere, 24 hours a day and 7 days a week.

Get up to date account information such as your available credit, recent transactions, and payment information, or pay your credit card bill online.

When 'Transactions' is clicked, it expands to 'Find Transactions,' 'Current Transactions,' and 'Reports.'

Viewing Pending Transactions

BB&T Credit Card Connection

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[Find Transactions](#)
[Current Transactions](#)
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[Log Off](#)

Search Transactions

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

You can create and save as many unique transaction searches as you would like.
Use any combination of the options below to search for transaction activity for your account.

Date Posted: After Amount: Greater Than \$
Description: Memo:
Type: All Expense Category: All

Transaction Searches

[Search](#) ▼
No Records Available

'Find Transactions' leads us to the screen above where we can search for specific transactions.

***Please see slides 8-13 to review transaction searches.*

Viewing Pending Transactions

BB&T Credit Card Connection

BB&T

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[Find Transactions](#)
[Current Transactions](#)
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View Transactions
Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User
[HELP](#) [PRINT](#)

Previous Statement Activity. The default display for this page is "all transactions posted" to your account since your last statement. You can view your account's transaction history by using the drop down options on the left side of the page or use the [transaction search](#) feature to find transactions that meet specific criteria. You can also download transactions from this page.

Current Balances
Purchases: \$ 0.00
Cash Advances: \$ 0.00
Payments: \$ 0.00
Other Credits: \$ 0.00

Previous Statement Activity
Since my last statement

Transaction Download
Excel/Spreadsheet
[DOWNLOAD](#)

[Expense View](#)

Posting Date ▼	Trans Date	Type	Description	Expense Category	Amount
No transactions match the entered search criteria.					

Total Debit Transactions: \$0.00
Total Credit Transactions: \$0.00

To see additional details about a transaction, click on the description of the transaction. From the detailed transaction view you can change the expense category, add a memo or create a dispute form.

A list of 'Current Transactions' will appear in the screen above when clicking the 'Current Transactions' link above.

Reports



BB&T Credit Card Connection

Expense Report Request
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP **PRINT**

Hold the cursor over a Saved Report name to view a description of the report.

Saved Reports
You have no saved reports.

Select Report
Select the expense report you would like to run, then enter a date range.

☒ Full Expense Report
☐ Ten Most Expensive Purchases Report
☐ Top 10 Expense Categories Report
☐ Top 10 Merchants Report

From:
To:
You can view up to 18 months worth of transactions.

Submit

[Accounts](#)
[Transactions](#)
[Find Transactions](#)
[Current Transactions](#)
[Reports](#)
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[Log Off](#)

The '**Reports**' link allows you to create and save reports.

Reports

BB&T Credit Card Connection

Expense Report Request

Credit Card Account Number: #####-####-1234 (pcarduser)
Cardholder: P-Card User

Hold the cursor over a Saved Report name to view a description of the report.

Saved Reports
You have no saved reports.

Select Report
Select the expense report you would like to run, then enter a date range.

☐ Full Expense Report
☒ Ten Most Expensive Purchases Report
☐ Top 10 Expense Categories Report
☐ Top 10 Merchants Report

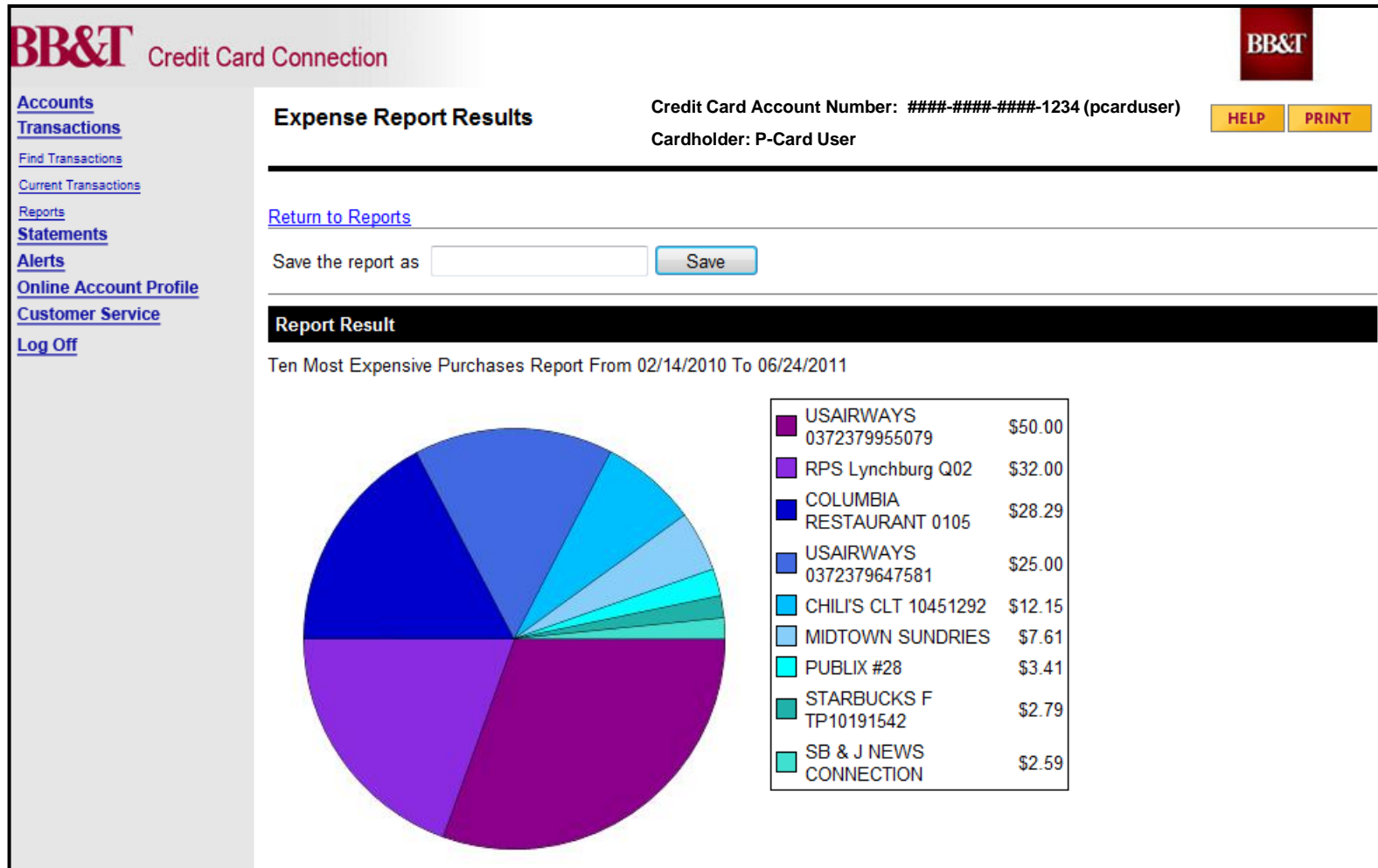
From: 2/14/2010
To: 6/24/2011

You can view up to 18 months worth of transactions.

Submit

Select the expense report you'd like to run by filling in the corresponding radio button, enter the date range, and click 'Submit.'

Reports



What a fancy report!

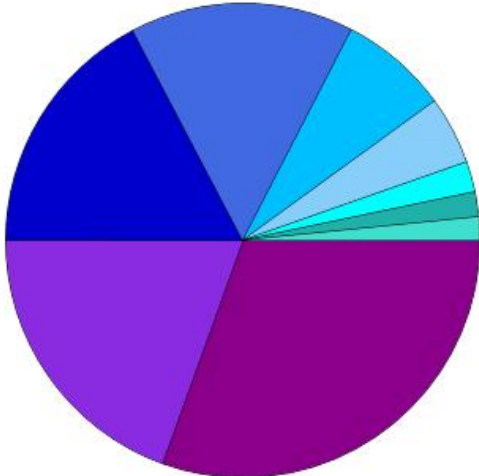
Reports

BB&T Credit Card Connection

BB&T

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Expense Report Results
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User
[Return to Reports](#)
Save the report as Report Saved
Report Result
Ten Most Expensive Purchases - 2010 - Ten Most Expensive Purchases Report From 02/14/2010 To 06/24/2011



USAIRWAYS 0372379955079	\$50.00
RPS Lynchburg Q02	\$32.00
COLUMBIA RESTAURANT 0105	\$28.29
USAIRWAYS 0372379647581	\$25.00
CHILI'S CLT 10451292	\$12.15
MIDTOWN SUNDRIES	\$7.61
PUBLIX #28	\$3.41
STARBUCKS F TP10191542	\$2.79
SB & J NEWS CONNECTION	\$2.59

You can save the report by providing a name above and clicking **'Save.'**

Reports

BB&T Credit Card Connection

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Expense Report Results
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

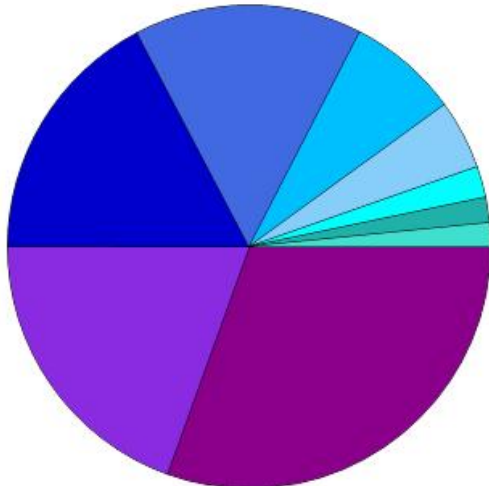
HELP PRINT

[Return to Reports](#)

Save the report as Ten Most Expensive Purcl Save Report Saved

Report Result

Ten Most Expensive Purchases - 2010 - Ten Most Expensive Purchases Report From 02/14/2010 To 06/24/2011



USAIRWAYS 0372379955079	\$50.00
RPS Lynchburg Q02	\$32.00
COLUMBIA RESTAURANT 0105	\$28.29
USAIRWAYS 0372379647581	\$25.00
CHILI'S CLT 10451292	\$12.15
MIDTOWN SUNDRIES	\$7.61
PUBLIX #28	\$3.41
STARBUCKS F TP10191542	\$2.79
SB & J NEWS CONNECTION	\$2.59

Click '[Return to Reports.](#)'

Reports

BB&T Credit Card Connection

BB&T

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[Log Off](#)

Expense Report Request
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

Hold the cursor over a Saved Report name to view a description of the report.

Saved Reports

Name	Last Viewed	
Ten Most Expensive Purchases - 2010	06/24/2011	Delete

Select Report

Select the expense report you would like to run, then enter a date range.

☒ Full Expense Report
☐ Ten Most Expensive Purchases Report
☐ Top 10 Expense Categories Report
☐ Top 10 Merchants Report

From:

To:

You can view up to 18 months worth of transactions.

See the saved report listed above. If you click the report name, the report will open. If you no longer need the report, click 'Delete.'

Reports

BB&T Credit Card Connection

BB&T

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[Find Transactions](#)
[Current Transactions](#)
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[Log Off](#)

Expense Report Request

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

Hold the cursor over a Saved Report name to view a description of the report.

Saved Reports		
Name	Last Viewed	
Ten Most Expensive Purchases - 2010	06/24/2011	Delete

Select Report

Select the expense report you would like to run, then enter a date range.

☒ Full Expense Report
☐ Ten Most Expensive Purchases Report
☐ Top 10 Expense Categories Report
☐ Top 10 Merchants Report

From:
To:

You can view up to 18 months worth of transactions.

Click the '**Statements**' link. The site will open a separate window to the 'Statements' page.

Reports

BB&T Credit Card Connection

BB&T


DocumentsHelpClose

Welcome P-Card User

Please allow 2 – 3 business days, after your cycle date, to view your imaged statement.

Documents

Links:

-  Get Acrobat Reader

[Download Adobe Acrobat Reader](#)

The new page will look similar to the one above. This 'Statements' link is a bit deceiving since Statements are not accessible through this page.

Alerts



BB&T Credit Card Connection

BB&T

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Alerts

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

HELP PRINT

Alerts are a convenient way to track important activity using email or text messaging. All Alerts are delivered every day to give you the most current information possible. You can receive two types of alert to keep you informed.

Custom Alerts
Account Alerts notify you of important account activity, such as low balance or when a payment is due. You set-up these alerts and select where you would like an email or text message notification delivered.

Standard Alerts
Standard Alerts are predefined by your Financial Institution. These alerts do not require any set-up and are automatically delivered to your primary email address. For your convenience, you can opt-out of those alerts.
BB&T is not responsible for text messaging charges that may be applied to your cellular account.

Alerts are next! You can create an alert to remind you to reconcile or to prompt you when nearing your P-Card's monthly limit. Click 'Custom Alerts.'

Alerts

BB&T Credit Card Connection

BB&T

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[Current Transactions](#)
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[Online Account Profile](#)
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[Log Off](#)

Manage Custom Alerts

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

Alerts can help you manage your account by letting you know about important events or activities that take place on your account. You can disable, update or delete saved alerts. Disabling an alert puts the alert on a temporary hold so you will not receive notice of the event. Deleting an alert permanently deletes the alert from your online account.

[Return to Main Alerts Page](#)

Alerts [Create a New Alert](#)

Alert Name ▲	Last Sent	Enabled
No Rules		

[HELP](#) [PRINT](#)

Click 'Create a New Alert.'

Alerts

BB&T Credit Card Connection

Accounts
Transactions
Find Transactions
Current Transactions
Reports
Statements
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Online Account Profile
Customer Service
Log Off

BB&T

Create Alert

Credit Card Account Number: #####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

Schedule an Alert by clicking on the check box next to the alert and filling in the appropriate fields. You may set up multiple versions of any alert that requires you to provide additional information, including the Personal Reminder alert, and you can send your alerts to one or more email addresses or to your cell phone.

[Return to Alerts...](#)

Email Address *

pcarduser@liberty.edu ☐ Update the email address in my online profile
send a copy (separate each address with a semicolon)

Provider * **Phone Number (ex: 8005554646)***

- Please Select -

Account Events

- ☒ A new statement is available for your BB&T credit card account
- ☐ Payment is due in days
- ☐ Credit limit is reached or exceeded
- ☐ Cash limit is reached or exceeded
- ☐ Available balance drops below \$
- ☐ Balance is within \$ of credit limit
- ☐ Balance exceeds \$
- ☐ Balance drops below \$

Alerts may be sent to your Liberty email address or to your cellular device. Alerts can be set for a number of events. Try it out for yourself!

Alerts

I'm creating an alert to remind myself to reconcile! Click '**Submit!**'

At the bottom of the screen, BB&T reminds us that BB&T is not responsible for text messaging charges. Be careful!!

Alerts

BB&T Credit Card Connection

Manage Custom Alerts

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[Accounts](#)
[Transactions](#)
[Find Transactions](#)
[Current Transactions](#)
[Reports](#)
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[Alerts](#)
[Online Account Profile](#)
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[Log Off](#)

Alerts can help you manage your account by letting you know about important events or activities that take place on your account. You can disable, update or delete saved alerts. Disabling an alert puts the alert on a temporary hold so you will not receive notice of the event. Deleting an alert permanently deletes the alert from your online account.

[Return to Main Alerts Page](#)

Alerts [Create a New Alert](#)

Alert Name ▲	Last Sent	Enabled	
Reconciling		Yes	Enable/Disable View/Modify Delete

See the new alert listed. The alert maybe disabled, modified or deleted.

To place a second **alert** or to return to the Main Alerts Page, click the corresponding links above.

Online Account Profile



BB&T Credit Card Connection

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[Find Transactions](#)
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[Statements](#)
[Alerts](#)
[Online Account Profile](#)
[Change Email Address](#)
[Change Password](#)
[Change Security Question](#)
[Disable Online Access](#)
[Change Account Nickname](#)
[Customer Service](#)
[Log Off](#)

Create Alert
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User
[HELP](#) [PRINT](#)

Schedule an Alert by clicking on the check box next to the alert and filling in the appropriate fields. You may set up multiple versions of any alert that requires you to provide additional information, including the Personal Reminder alert, and you can send your alerts to one or more email addresses or to your cell phone.

[Return to Alerts...](#)

Email Address *

pcarduser@liberty.edu ☐ Update the email address in my online profile

Send a copy (separate each address with a semicolon)

Provider *

Phone Number (ex: 8005554646)*

Account Events

☐ A new statement is available for your BB&T credit card account

☐ Payment is due in days

☐ Credit limit is reached or exceeded

☐ Cash limit is reached or exceeded

☐ Available balance drops below \$

☐ Balance is within \$ of credit limit

☐ Balance exceeds \$

☐ Balance drops below \$

Listed below 'Alerts' is '**Online Account Profile.**' The 'Online Account Profile' allows you to make minor changes to your BB&T Account profile.

Online Account Profile

BB&T Credit Card Connection

BB&T

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Email Address
Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

If you would like to choose a new email address, please enter it below.

Current Email Address
pcarduser@liberty.edu

New Email Address*

Confirm New Email Address*


* Required

Changes to your email address are effective immediately.

The email address may be changed.

Online Account Profile

BB&T Credit Card Connection



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Change Account Nickname

Credit Card Account Number: ####-####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

If you would like to change the account nickname please enter the new nickname below.



Current Nickname:
pcarduser

New Nickname:

The new nickname will be effective immediately.

Your BB&T Credit Card Connection password may be updated.

Online Account Profile



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Contact Us

Credit Card Account Number: #####-####-1234 (pcarduser)
Cardholder: P-Card User

[HELP](#) [PRINT](#)

Assistance with your Online Account:
For questions or assistance with your account or to report your card lost or stolen, please [email us](#) or contact BB&T Financial, FSB Client Service Center at **1-800-397-1253 6:00 a.m. - midnight (ET) Monday - Saturday.**


Send Written Inquiries to:
P.O. BOX 698
Wilson, NC 27894-0698

Send Payments to:
BB&T Financial, FSB
P.O. BOX 580435
Charlotte, NC 28258-0435

The contact number for BB&T needed in order to report your P-Card as lost or stolen. Don't forget to contact the Purchasing Office as well.

Online Account Profile

BB&T Credit Card Connection



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Archived Items
Credit Card Account Number: #####-####-####-1234 (pcarduser)
Cardholder: P-Card User
[HELP](#) [PRINT](#)

Archived items are incoming messages that you have saved.

Archived Messages

Message Topic	Subject	Account	Date ▲
No Records Available			

Messages sent to BB&T through this website are accessible through this site by clicking on 'Inbox,' 'Sent,' or 'Archived Items.'



NOTE: When establishing your BB&T Credit Card Connection account, please keep your password in a safe place.

If you forget or lose your password, please contact the customer service phone number on the reverse side of your P-Card (1-800-397-1253). Purchasing cannot reset passwords.