

Self-Enrolling Into Credit Card Connection

Instructional Guide

Self - Enrolling Into Credit Card Connection

BB&T Business cardholders can access and view account balances, transactions, statements, and create alerts through Credit Card Connection. Follow the instructions below to self-enroll into Credit Card Connection.

1. SIGN ONTO <https://www.bbtcreditcardconnection.com>. The BB&T Credit Card Connection Log in page appears.

2. CLICK on the Enroll Now link. The Account Enrollment window appears.

3. ENTER your card number in the **Credit Card Account Number** text box.
4. CLICK on the **Continue** button. The Enrollment Authentication window appears.

BB&T Credit Card Connection There's opportunity here **BB&T**

HELP **PRINT**

Enrollment Authentication

In order to enroll in this service, please provide the requested information.
For additional information about the enrollment process, please refer to online help.

5 Cardholder Name *

6 Expiration Date *
 MM/YY

7

Required *

5. ENTER your name in the **Cardholder Name** text box.
6. ENTER the expiration date of your card in the **Expiration Date** text box.
7. CLICK on the **Continue** button. The Terms and Conditions window appears.

Terms and Conditions **HELP** **PRINT**

In order to enroll in the service you must review the Terms and Conditions and indicate your acceptance.

[Printable Version](#)

This Web Site (the site) is provided as a convenient online way for you to access information about your credit card account and is subject to your compliance with the terms of use set forth below including, all exhibits hereto. Please read this Agreement carefully before accessing or using this Web site. By accessing or using the site, you agree to be bound by the terms of use set forth below. If you do not wish to be bound by these terms of use, you may not access or use the site. This agreement may be modified at any time, and such modifications shall be effective immediately upon posting of the modified Agreement to this site. You agree to review the Agreement periodically to be aware of such modifications and your continued access or use of the site shall be deemed your conclusive acceptance of the modified Agreement. 1. Operating Policies You agree to comply with the Operating Policies set forth herein (as they may be amended from time to time), which are the rules that govern your activity in connection with the site. 2. Copyright, Licenses and Idea Submissions The entire contents of the site are copyrighted under the United States copyright laws. The owner of the copyright is Fidelity National Information Services. You may print and download portions of material from the different areas of the site solely for your own non-commercial use. Any other copying, redistribution, retransmission or publication of any downloaded material, is strictly prohibited without the express written consent of Fidelity National Information Services. You agree not to change or delete any proprietary notices from materials downloaded from the site. 3. Use of the site You understand that, except for information, products or services clearly identified and supplied by the site, the site does not operate, control or endorse any information, products or services on the Internet in any way. You assume total responsibility and risk for your use of the site. It is solely your responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services, merchandise and other information provided through the site. It is not warranted that the site will be uninterrupted or error-free or that defects in the site will be corrected. The site is provided on an "as is, as available" basis. In no event will Fidelity National Information Services be liable for (I) any incidental, consequential, or indirect cost arising out of the use of or inability to use the site, or any information, or transactions provided on the site or downloaded or hyperlinked from the site, or (II) any claim attributable to errors, omissions, or other inaccuracies in the site and/or materials or information downloaded through, or hyperlinked from, the site. 4. Indemnification You agree to indemnify, defend and hold harmless Fidelity National Information Services, its officers, directors, employees, agents, licensors, suppliers and any third party information providers to the site from and against all losses, expenses, damages and costs, including reasonable attorneys' fees, resulting from any violation of this Agreement by you. 5. Termination Either party without notice may terminate this Agreement at any time for any reason; provided that you may no longer use the site after you have terminated this Agreement. The provisions of paragraphs 1 (Copyright, Licenses and Idea Submissions), 3 (Use of the site), and 4 (Indemnification) shall survive any termination of this Agreement.

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8. CLICK on the **Accept** button. The Online Account Setup window appears.

Online Account Setup [HELP](#) [PRINT](#)

Please provide the following information to enroll for online services.

Email Address * **9** **Re-enter Email Address ***

Please enter a Username and Password for use in accessing your online account. Follow these rules:

- * Your Username and Password cannot be the same
- * Username and Password are case sensitive
- * Username and Password must not contain spaces
- * Username and Password must be a maximum of 20 characters

10 **Select a Username ***

Names must be at least 6 characters in length.

Password * **11** **Re-enter Password ***

Passwords must be at least 8 characters in length and contain at least 1 number. Password cannot be the same as any previous 3 passwords.

Select a Password Hint Question and Answer

Create a password security question on you can answer. You can use this to get access to your online account should you forget your password.

12 **Password Hint Question ***

Password Hint Answer *

13

Re-enter Password Hint Answer *

Account Nickname **14**

15

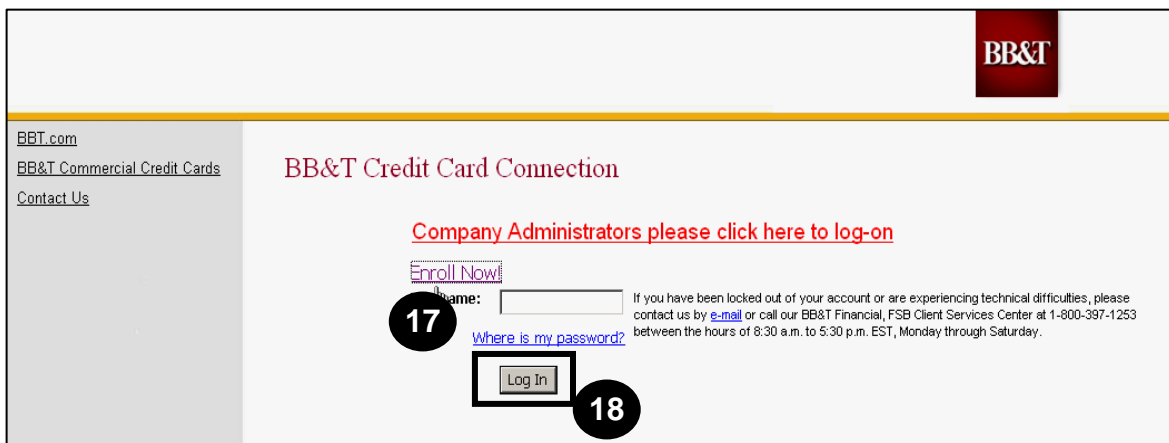
Required *

9. ENTER the email address that you wish notifications, alerts, etc. to be sent to in the **Email Address** text box. RE-ENTER email address in the **Re-enter Email Address** text box.
10. ENTER a Username (6 - 20 characters) in the **Select a Username** text box.
11. ENTER a unique password in the **Password** text box. RE-ENTER password in the **Re-enter Password** text box.
12. ENTER a password security question you can use to access your account should you forget your password in the **Password Hint Question** text box.
13. ENTER an answer to the Password Hint Question in the **Password Hint Answer** text box. RE-ENTER password hint answer in the **Re-enter Password Hint Answer** text box.
14. ENTER a name for your account in the **Account Nickname** text box.
15. CLICK on the **Continue** button. The Enrollment Complete window appears.

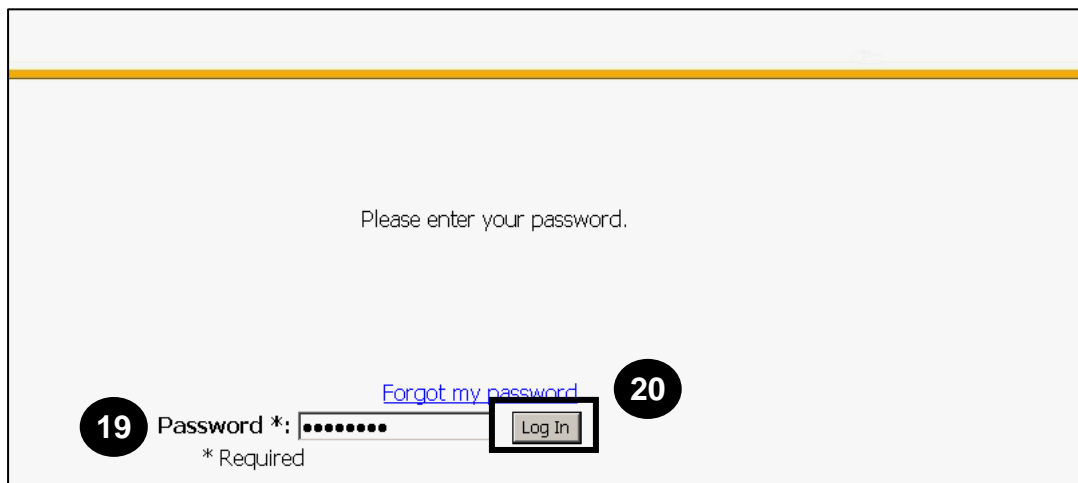


- CLICK on the [Return to Login](#) link. The BB&T Credit Card Connection [Log In](#) page appears. You will also receive a system-generated email confirming your enrollment into Credit Card Connection.

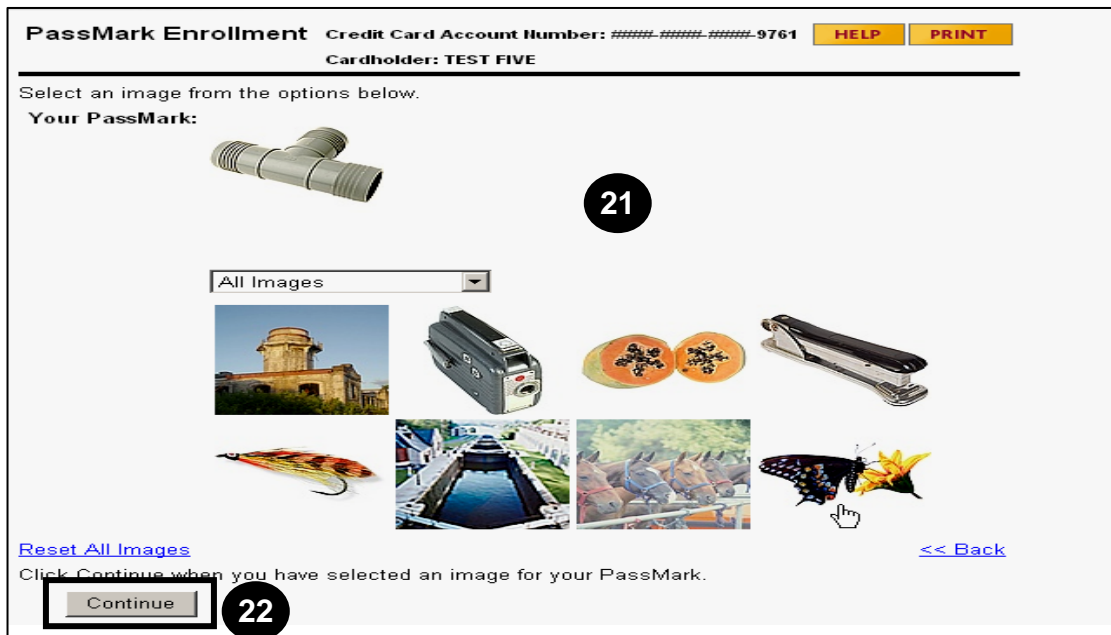
Note: Cardholders must now complete enrollment into **PassMark** to access their account information. This can be done now, or at a later time by following the instructions below.



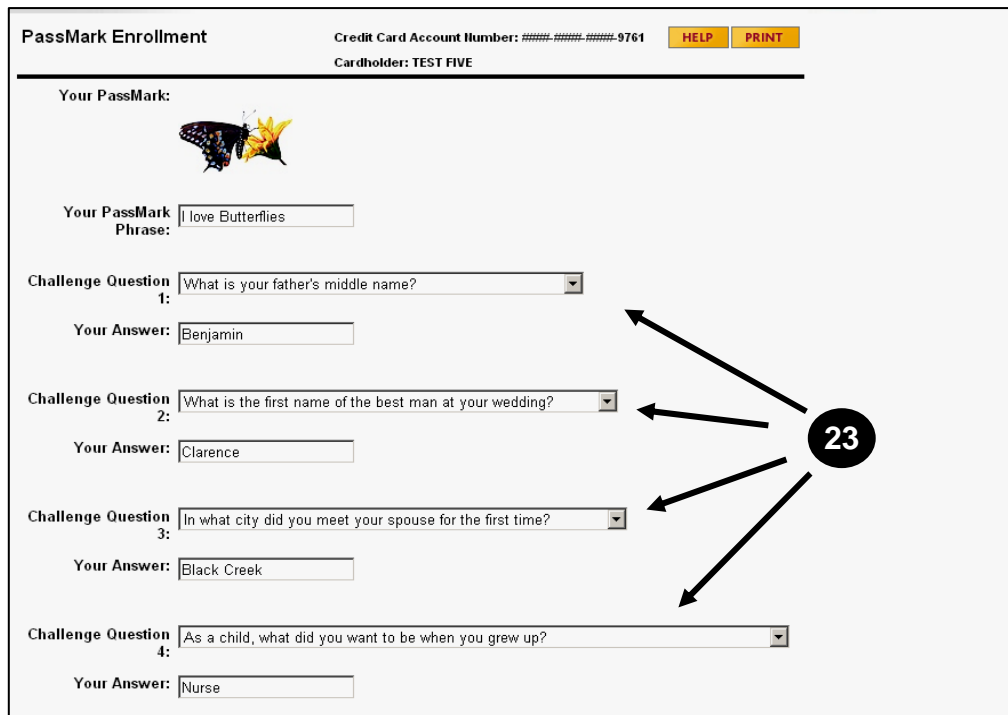
- ENTER your username in the **Username** text box.
- CLICK on the **Log In** button. The [Password](#) window appears.



19. ENTER your password into the **Password** text box.
20. CLICK on the **Log In** button. The PassMark Enrollment window appears.



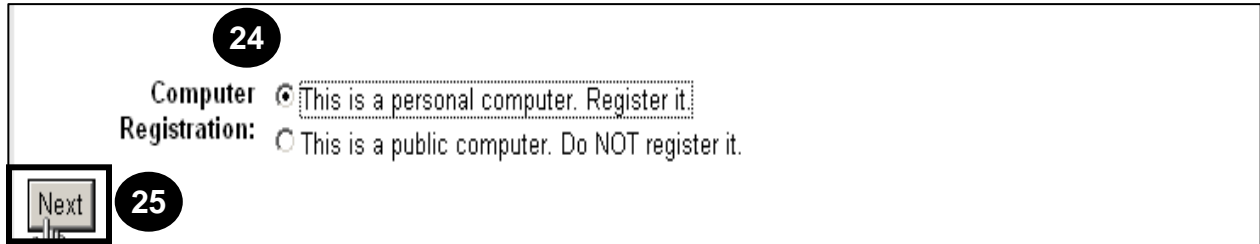
21. SELECT a PassMark image that will become a part of your access verification.
22. CLICK on the **Continue** button. The PassMark Enrollment (challenge questions) window appears.



23. RESPOND to each challenge question.

Note: If desired you can select additional challenge questions from the **Challenge Question** drop-down menus.

The following screen shot is located at the bottom of the PassMark Enrollment (challenge questions) window shown on the previous page.

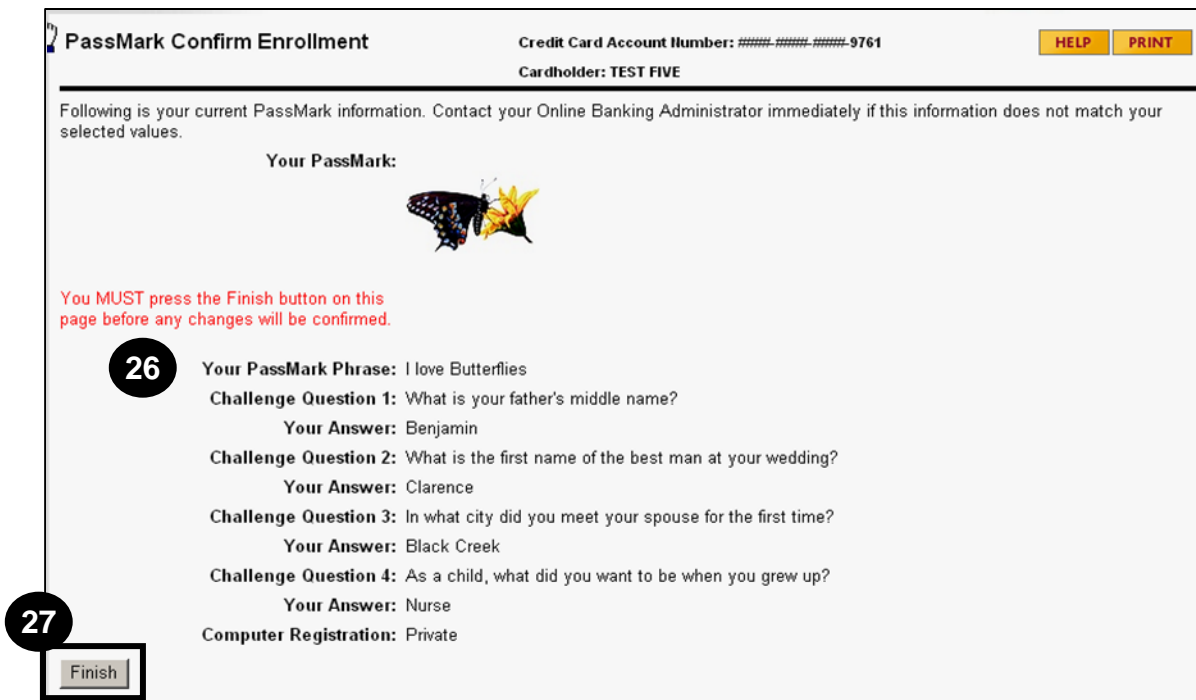


24. Is this a public computer?

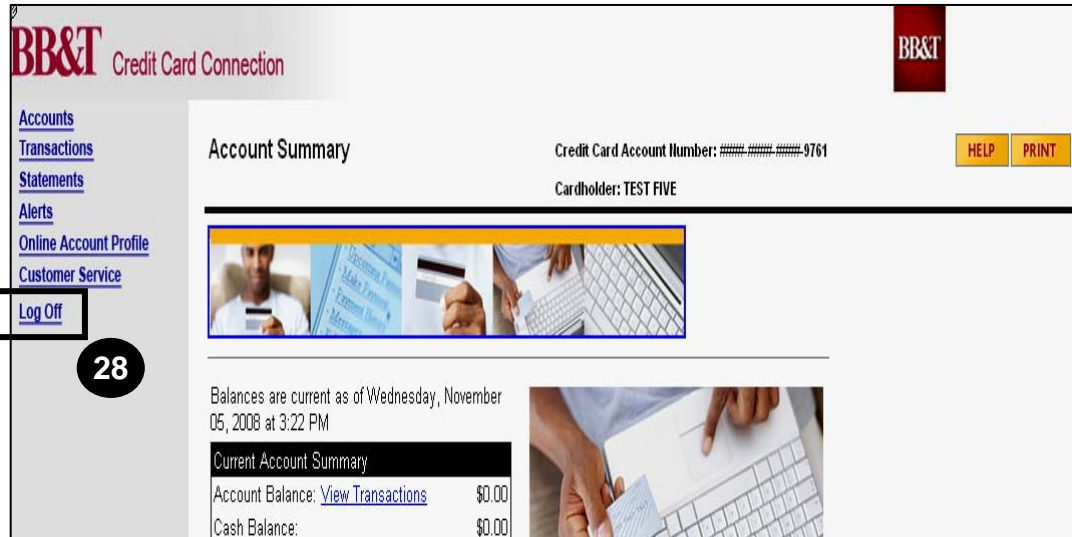
| IF | THEN |
|-----|--|
| Yes | SELECT the This is a public computer. Do NOT register it. radio button. |
| No | SELECT the This is a personal computer. Register it. radio button. |

Note: Selecting the **This is a public computer. Do NOT Register it.** radio button will require answers to one or more Challenge questions before one is able to access account information from this computer.

25. CLICK on the **Next** button. The PassMark Confirm Enrollment window appears.



26. CONFIRM PassMark information. If the information is not correct, contact the Commercial Card Client Support Center at 1-800-397-1253.
27. CLICK on the **Finish** button. The Account Summary window appears providing access to transactions, statements, alerts, etc.



28. CLICK on the Log Off link to exit the system.

To Access your card account in the future:

1. SIGN ONTO <https://www.bbtcreditcardconnection.com>.
2. ENTER your username.
3. VERIFY your PassMark image.
4. ENTER your password.
5. CLICK on the **Log In** button.

Note: If you access your account from a computer that is not registered, you will be asked to register the computer. If the computer option is left as "**This is a public computer. Do NOT register it.**" you must respond to your selected Challenge Questions before you are able to access account information.