

## Credit Card Info Online

Date: 03.01.2018

**You would like to get your credit card statement fast and personally in paperless form?  
Then please proceed as follows:**

### **1. Registration for Credit Card Info Online**

- Access the Homepage [www.vtb.eu](http://www.vtb.eu), find „VTB Corporate MasterCard“ and click on "Read more". In the section “Data Management with Credit Card Info Online” you can find the registration.
- Please enter your personal data, your email address and your card number in the registration mask and choose a password of your own. Please choose a password which you can easily remember. Before closing your registration, please check your data once again. If you have entered all the data correctly, all you still need to do is to accept the terms and conditions for “Credit Card Info Online”. You can also print them out or download them for your files.

### **2. Set up and dispatch of the activation code**

- Your registration form will be checked by our service provision partner, First Data International, and your access will be set up. To activate your access, you will receive an activation code by post.

### **3. Activation of your access**

- As soon as you have received your activation letter, please access our Homepage [www.vtb.eu](http://www.vtb.eu), find „VTB Corporate MasterCard“ and click on "Read more". Click on the link “Credit Card Info Online” in the respective section. Please enter your temporary user name as indicated in the activation letter as well as the password you have chosen when registering and click on “Login”. You will now be asked to give yourself a user name, to enter your activation code and confirm your personal password. From this time on, you can use the “Credit Card Info Online” service. When using the service after first-time activation, you will need only your (new) user name and your personal password.

### **4. Making available the electronic credit card statements**

- Your credit card statements will now be made available via internet. You will be informed automatically by email whenever a new statement has been uploaded for you. You will receive your statement via “Credit Card Info Online” as from the next settlement date already.

- The statement on the internet will be made available as PDF. Automatic archiving/availability in "Credit Card Info Online" are provided for 12 month after the invoicing date. If you need the statements beyond that time, you can also print them out and download them. If you have not accessed your statement electronically after 90 days, we will send it to you by post.
- The individual turnover items will be made available by our "Credit Card Info Online" service daily as from the day of activation of your access.

**5. Technical support by email at [kreditkarteninfo@vtb.eu](mailto:kreditkarteninfo@vtb.eu)**

- We have set up an email support service for you at our Partner First Data International which will be available to you if you have any technical questions regarding Credit Card Info Online or if, for instance, your password is locked.
- Questions regarding your turnover and your statements as well as regarding our general product range cannot be answered by the email support service. In these cases, we would ask you to turn directly to the address indicated on your statement or to your account manager.