

District Cards Module

What can I do as a Card Administrator?

How can we help?

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View a list of your business cards

Click on Cards on the left hand menu and then List of cards along the top menu bar.
See screenshot on the next page.

You'll be able to see each card's details, such as Cardholder, Card No. and Card expiry.

If you have more than one card account, this screen allows you to select the account you wish to view.
Click the dropdown arrow at Account. 'Corporate' is selected by default but you can change the status.

'Extended search criteria' allows you to search for a specific Cardholder by cardholder name, date of birth, employee ID data (if provided when the card was ordered) and card number. You can fill in as many or as few of these fields as you need – they're not mandatory.

You can also export the list to a spreadsheet if you need (for example, to give to your accountant).

On the actual list of the cards, clicking an individual column heading will sort the list alphabetically, by date order or amount.

To see your options, click the function menu to the left of a given card and select an option from the dropdown. These depend on the card status and your level of access, but some or all of these will be available.

List of cards

List of cards

Account: **Mastercard Corporate**
950xxxx xxxxxxxx GBP

Liability: Corporate Personal

Status: Active cards Deleted and blocked cards

[Extended search criteria](#) [Search](#) [Export list to spreadsheet](#)

Cardholder	Customer No.	Card No.	Card Expiry	Card type	Status	Card limit	Employee ID
J Bloggs	-	5473 54XX XXXX 3299	31.05.2024	Mastercard Corporate Platinum	Active	2,000 GBP	B12345
J Bloggs	-	5473 54XX XXXX 9341	31.12.2024	Mastercard Corporate Classic	Not activated	1,000 GBP	B12345
J Bloggs	-	5473 54XX XXXX 6874	31.01.2023	Mastercard Corporate Classic	Not activated	1,000 GBP	B12345
J Bloggs	-	5473 54XX XXXX 6852	30.04.2024	Mastercard Corporate Classic	Active	1,000 GBP	
J Bloggs	-	5473 54XX XXXX 3552	31.12.2024	Mastercard Corporate Platinum	Not activated	2,500 GBP	B12345
J Bloggs	-	5473 54XX XXXX 8115	31.10.2023	Mastercard Corporate Platinum	Active	1,000 GBP	B12345

View Card details

Select Card details from the Cards menu item using the small arrow beside the cardholder's name:

This screen allows you to view specific card details and allows you to Reorder card, Block card and Order PIN.

The screenshot displays the Danske Bank District portal interface. On the left is a dark sidebar menu with various navigation options. The main content area shows the 'Card details' page for a specific cardholder.

Card details menu items:

- Card details
- Card limit
- Block card
- Reorder card
- Order PIN
- Transactions
- Value added services

Main Content Area:

- Header:** District logo, search menu, navigation tabs (List of cards, List of ordered cards, Changes for authorisation [cards], List of card agreements, Help), and an 'Order new cards' button.
- Cardholder Information:** Mr J Bloggs, Card number: 5473 54XX XXXX 5396.
- Card Details Section:** Includes tabs for Card details, Card limit, and Value added services. Fields shown: Cardholder: Mr J Bloggs, Card number: 5473 54XX XXXX 5396, Account number: Mastercard Corporate 950xxx xxxxxxxx GBP.
- Cardholder details Section:** Includes fields for Name on card: Joe Bloggs, Employee ID: B12345, Email, work: Joe.bloggs@danskebank.co.uk, and Mobile Number. A 'Change Cardholder Details' button is present.
- Card agreement Section:** Includes fields for Card type: Mastercard Corporate Classic, Liability: Corporate, and Delivery method: Ordinary mail.

Order a new card

Click on Cards on the left-hand menu and you will then see a button named 'Order new cards' in the top right corner of the menu bar.

When you click on this button you will be taken through several screens of consent and data capture – you can see screenshots on the following pages.

The new card will be delivered to the address input and will take around 3-5 working days to arrive. You will get a new PIN with the card and it will take between 7-10 working days.

The screenshot displays the 'Order new cards' page in the Danske Bank portal. The left-hand navigation menu includes 'Cards', which is highlighted. The top navigation bar contains a red-bordered button labeled 'Order new cards'. The main content area features a progress indicator with four steps: 1. Agreement and consent (active and highlighted with a red box), 2. Cardholder data, 3. Assign cards, and 4. Electronic signature. Below the progress bar, a note states: 'The fields marked with an asterisk (*) must be completed!'. The 'Select the account to which the cards must be linked' section shows an 'Account:' dropdown menu currently set to 'NO 1 Account' with the account number '950xxxx xxxxxxxxx GBP'. Under the 'Confirmation' section, there is a checkbox labeled 'I confirm that my business has obtained the employee's consent'. A note below explains that to obtain employee consent, the user should get the employee to sign a form and send it to Danske Bank. A PDF icon and the text 'Consent Form (pdf)' are visible. A 'Next' button is located at the bottom right of the form area.

District Mr J Bloggs

[List of cards](#)
[List of ordered cards](#)
[Changes for authorisation \(cards\)](#)
[List of card agreements](#)
[Help](#)
Order new cards

Order new cards

1 Agreement and consent
2 Cardholder data
3 Assign cards
4 Electronic signature

The fields marked with an asterisk (*) must be completed!

Submit cardholder data

Submit cardholder data: In an entry form (one cardholder at a time) In a file (several cardholders - Max. 100 cardholders per file)

Country: * (The employee's country)

Date of Birth: *

Citizenship: * (Cardholder's country of citizenship)

Title: *

First name: * (Name on card will be constructed from First and Last Name- max. 22 chars)

Last name: *

Street name: * (max. 28 characters incl. spaces)

House number:

District Mr J Bloggs Order new cards

List of cards | List of ordered cards | Changes for authorisation (cards) | List of card agreements | Help

Order new cards

1 Agreement and consent | 2 Cardholder data | **3 Assign cards** | 4 Electronic signature

The fields marked with an asterisk (*) must be completed!

Select card type

Card type:

[See our answers to the most frequently asked questions about cards](#)

Specify card limit (amounts in GBP) Limit Range (subject to available balance)

Daily ATM limit	<input type="text" value="350"/>	50-1,300
Limit at stores (point of sale) per day	<input type="text" value="9,999,999"/>	0-9,999,999

[Back](#) [Proceed to electronic signature](#)

Cards

District Mr J Bloggs

List of cards | List of ordered cards | Changes for authorisation (cards) | List of card agreements | Help

Order new cards

Order new cards

1 Agreement and consent

The fields marked with an asterisk are required

Select card type

Card type: Debit Mastercard See our other options

Specify card limit (amount)

Daily ATM limit

Limit at stores (point of sale)

Back

Proceed to electronic signature

Print

User ID: B12345

Passcode:

Cancel OK

Electronic Signature

Order new cards

Agreement and consent

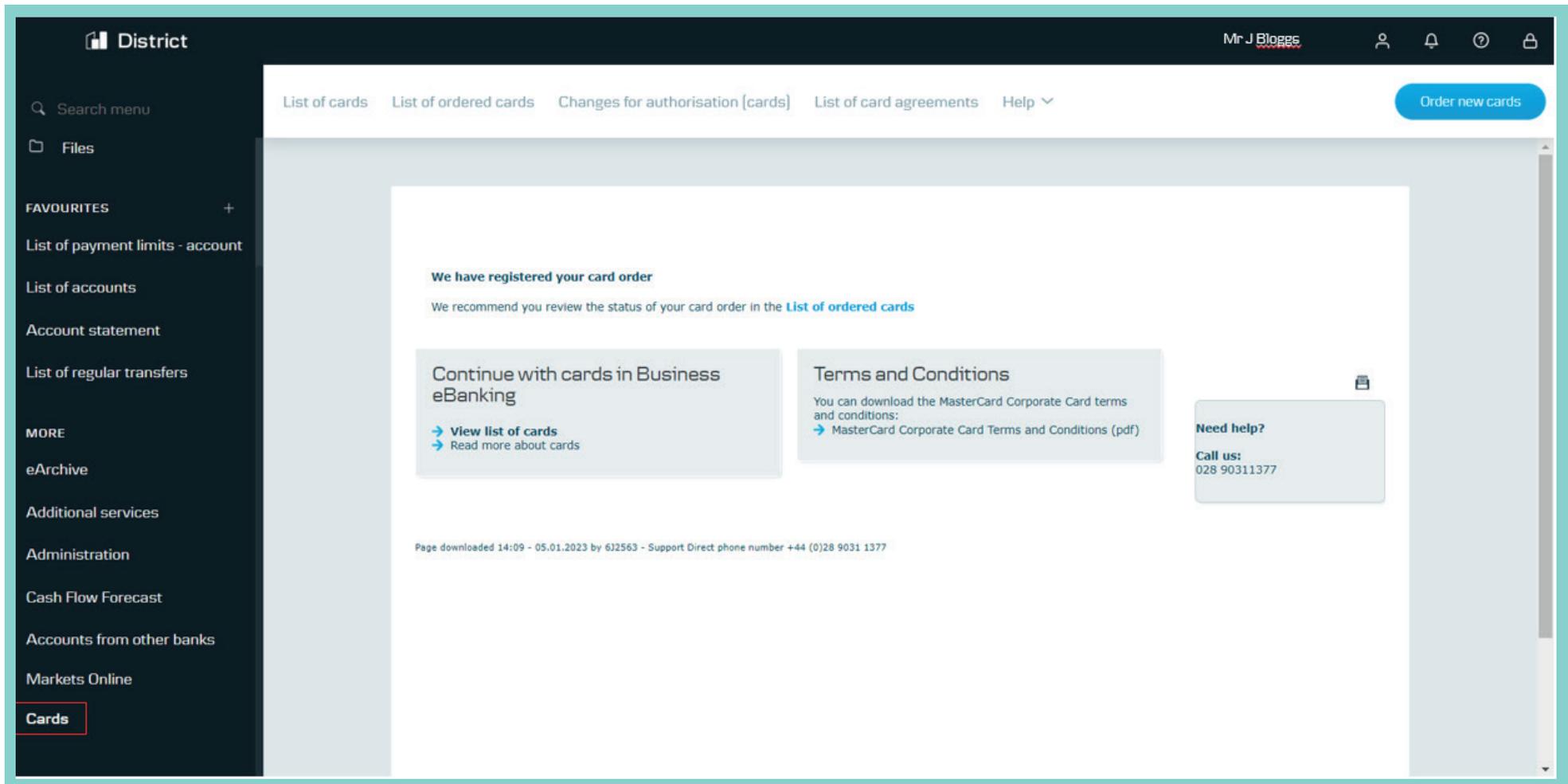
Account: NO 1 ACCOUNT - 950xxxx xxxxxxxx GBP

Card and cardholder

Country: United Kingdom
Citizenship: United Kingdom
Date of Birth: 03011986
Title: Mr.
First name: Joe
Last name: Bloggs
Name on card: Joe Bloggs
Street name: Home Street
House number: 67
Postal code: BT10 7YY
Postal town: Anytown
Email, work: jbloggs@hotmail.com
Mobile Number: 07788123123
PIN: New PIN

Assign cards

Card type: Debit Mastercard Business
Daily ATM limit: 350



Please note that instructions on where you can see a list of your ordered cards and the card details are on pages 14 and 15 of this guide.

Reorder card and reorder PIN

Click the arrow beside the cardholder's name and select 'Reorder card'

The new card will be delivered to the address shown on this screen. It will take around 3-5 working days to arrive.

On the same screen, you can reorder a PIN for the card too. This will take between 7-10 working days.

The cardholder can continue to use their current card (if they still have it and it isn't blocked) until the new card is activated.

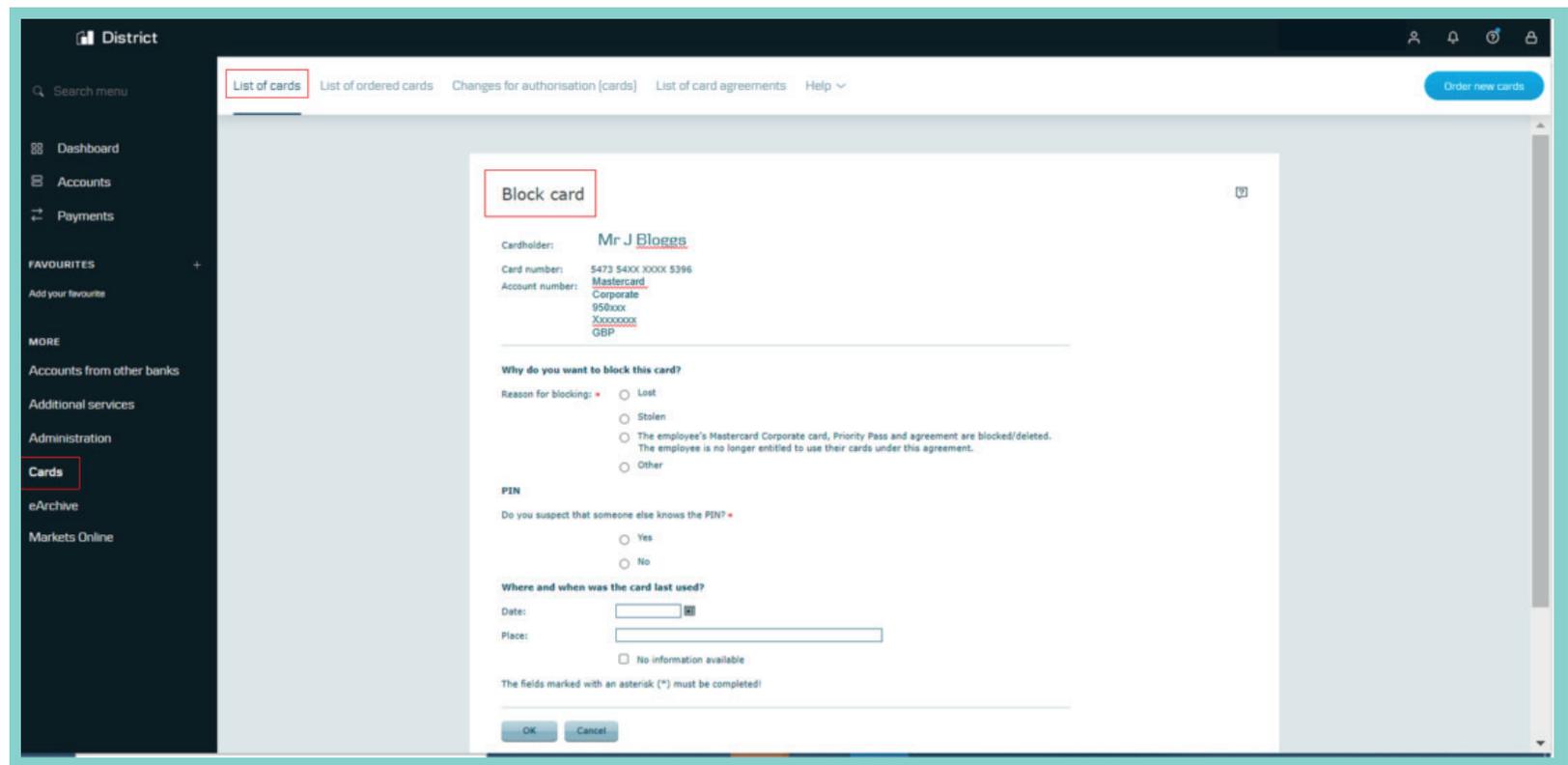
The screenshot displays the Danske Bank mobile app interface. On the left, a dark sidebar menu is visible under the heading 'Card details', listing options: Card limit, Block card, Reorder card (highlighted with a red box), Order PIN, Transactions, and Value added services. Below this are sections for 'FAVOURITES', 'MORE', 'Accounts from other banks', 'Additional services', 'Administration', 'Cards' (highlighted with a red box), 'eArchive', and 'Markets Online'. The main content area shows the 'Reorder card' screen. At the top, there are navigation links: 'List of cards' (highlighted with a red box), 'List of ordered cards', 'Changes for authorisation [cards]', 'List of card agreements', and 'Help'. A blue button 'Order new cards' is in the top right. The card details section shows: Cardholder: Mr J Bloggs, Card number: 5473 54XX XXXX 5396, and Account number: Mastercard Corporate 950xxx xxxxxxxx GBP. Below this is the 'Reorder this card' section, which includes the delivery address: DANKE BANK, COMMERCIAL DEVELOPMENT, ATTN: MEZZ FLOOR, DONEGALL SQ WEST, BELFAST. A question asks 'Do you want to order a new PIN for the card?' with radio button options for 'Yes' and 'No'. At the bottom of the form are 'OK' and 'Cancel' buttons. A footer note at the bottom of the screen reads: 'Page downloaded 11:21 - 11.01.2023 by 686940 - Support Direct phone number +44 (0)28 9031 1377'.

Block card

Click the arrow beside the cardholder's name and select 'Block card'.

When you're blocking a card, please give us the reason why, and whether you think someone that shouldn't know the PIN. If you can, please tell us where and when the card was last used. Asking for these details helps us protect you against fraud.

Please remember – if you've blocked a card because an employee isn't allowed to use it, you can't reorder it.

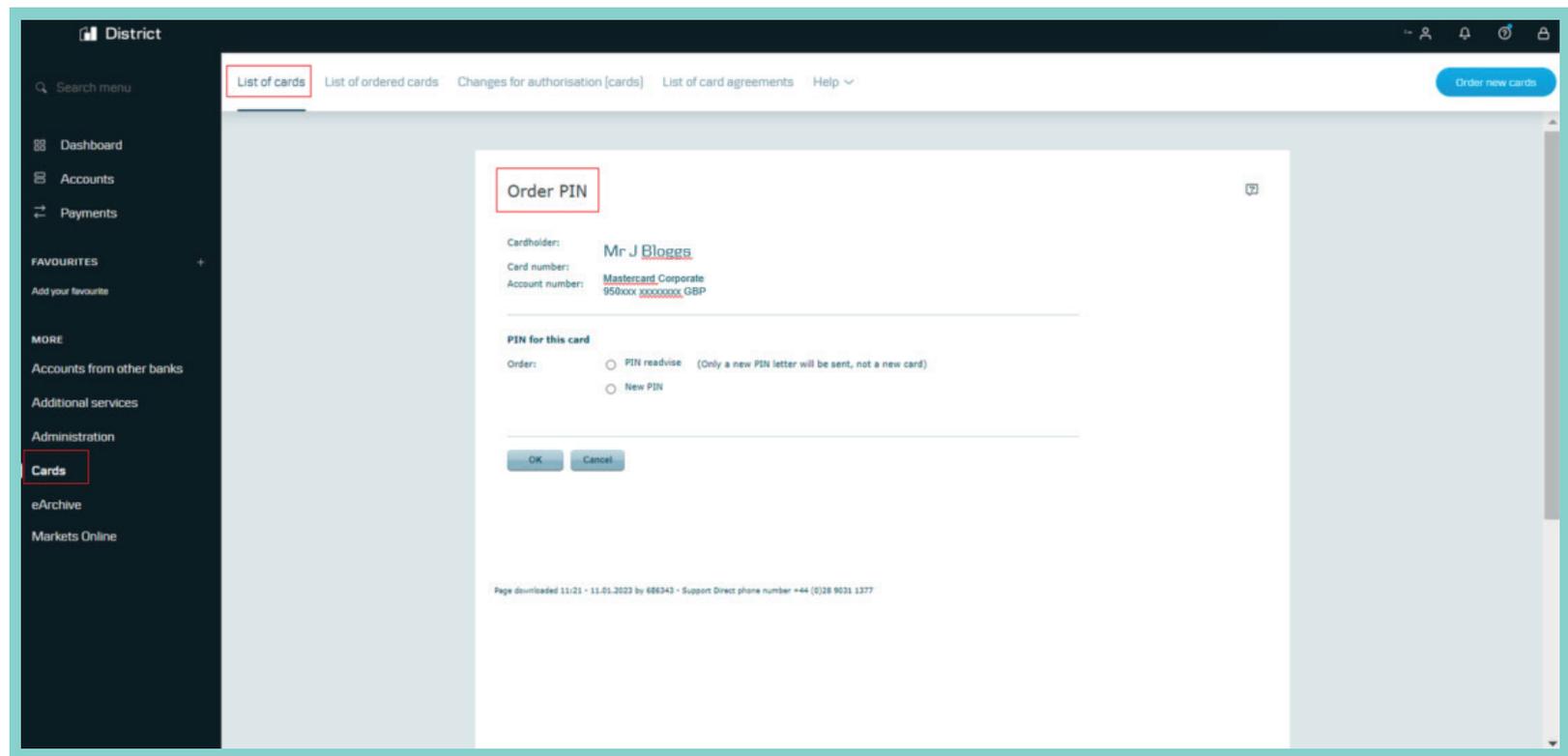
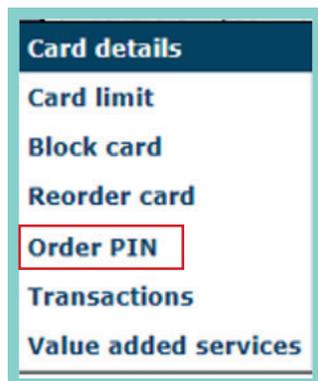


Order PIN

Click the arrow beside the cardholder's name and select 'Order PIN'

The PIN will be sent to the cardholder's address and will take approximately 7-10 days.

For security reasons, when you order a new PIN we'll issue a new card at the same time.



View and amend card limits

You'll be able to see the card limit for both cash machines and Point of Sale (shopping in-store) combined, as well as for cash machines only.

If you have the correct authority, you'll be able to amend these using the Change limit button.

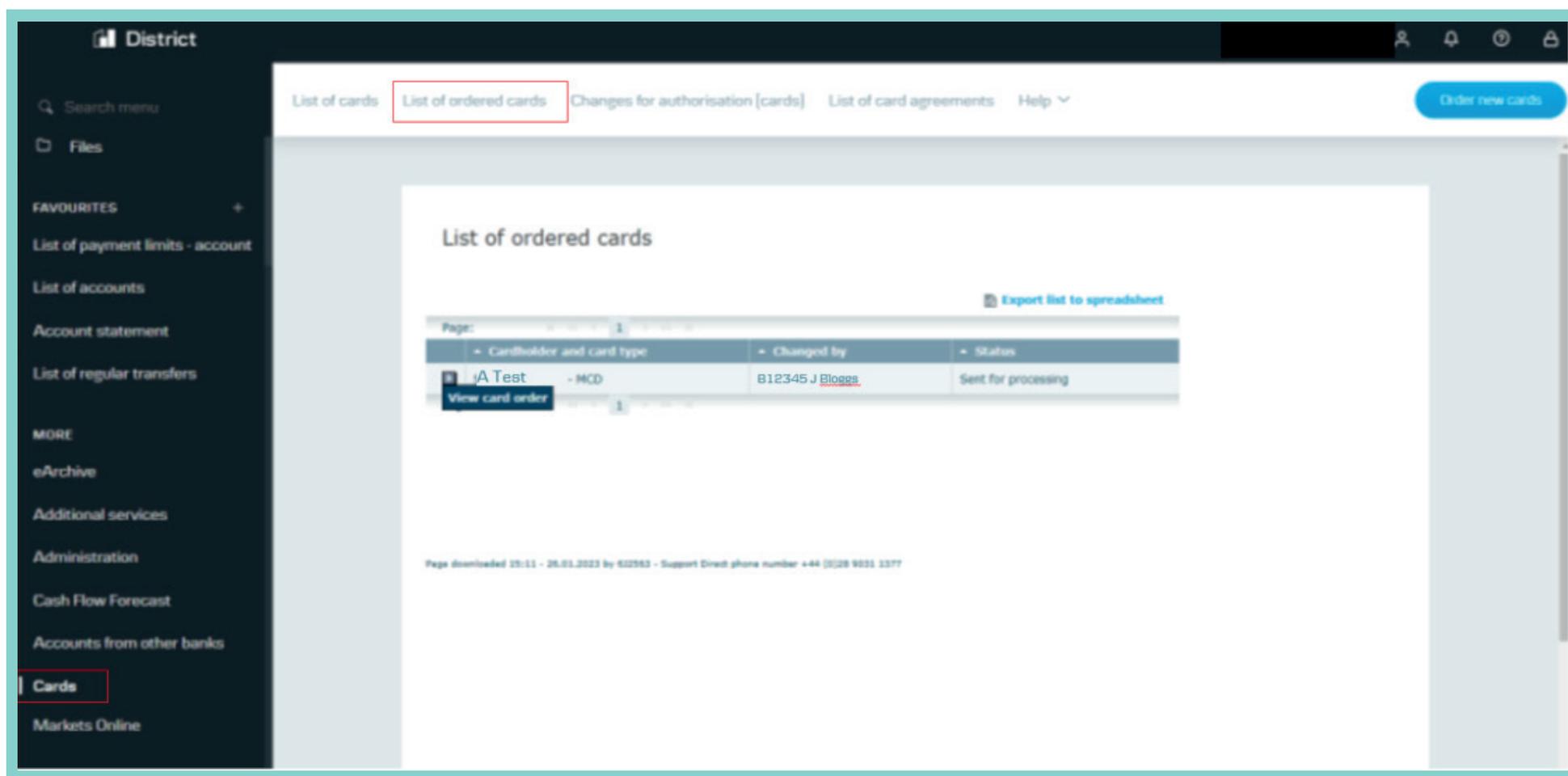
The screenshot displays the 'District' web interface. On the left is a dark sidebar with navigation options: Search menu, Dashboard, Accounts, Payments, FAVOURITES, MORE, Accounts from other banks, Additional services, Administration, Cards (highlighted with a red box), eArchive, and Markets Online. The main content area shows the 'List of cards' page for 'Mr J Bloggs' with card number '5473 54XX XXXX 5396'. A red box highlights the 'List of cards' breadcrumb. Below the cardholder information, there are three tabs: 'Card details', 'Card limit' (highlighted with a red box), and 'Value added services'. The 'Card limit' tab contains two tables. The first table, 'Card Limits (including ATM limits)', shows a 30-day limit of 6,500.00, 665.00 spent, and 5,835.00 remaining. The second table, 'Limits at ATMs', shows a daily limit of 500.00, 0.00 withdrawn today, and 500.00 remaining. A 'Change limit' button (highlighted with a red box) is located at the bottom right of the card details section.

Card Limits (including ATM limits)	
Card limit per 30-day period	6,500.00
Spent within the last 30 day period	665.00
Remaining available amount in the 30 day period	5,835.00

Limits at ATMs	
Daily ATM limit	500.00
Withdrawn today	0.00
Remaining available amount today	500.00

View a list of all cards ordered

Click the arrow to the left of the card and select 'View card order'.



View details of the card ordered

This screen shows all the details of the ordered card.

The screenshot displays the 'District' web interface. On the left is a dark sidebar with navigation options: Search menu, Files, FAVOURITES (with a plus sign), List of payment limits - account, List of accounts, Account statement, List of regular transfers, MORE, eArchive, Additional services, Administration, Cash Flow Forecast, Accounts from other banks, Cards (highlighted with a red box), and Markets Online. The main content area has a top navigation bar with 'List of cards', 'List of ordered cards' (highlighted with a red box), 'Changes for authorisation [cards]', 'List of card agreements', and 'Help'. A blue 'Order new cards' button is on the right. The central content is titled 'View card order' (highlighted with a red box) and contains the following details:

Card details	
Account:	No 1 Account 950xxx <u>Xxxxxxxx</u> GBP
Card type:	Debit Mastercard Business
Name on card:	A Test
PIN:	New PIN
Express delivery:	No
Card limit	
ATM (1 day):	350
Stores (1 day):	9,999,999
Cardholder details	
Cardholder:	A Test 5 Town Square BT11 6TT <u>Anytown</u> United Kingdom
Date of Birth:	26041983

View any changes to cards that need to be authorised

This screen lets you review and approve any outstanding changes to the authorisations for your cards.

When you click Search, you'll see them in a list.

Tip: Leave the dropdown beside Type set to 'Cards'.

The screenshot shows the 'District' portal interface. The top navigation bar includes 'List of cards', 'List of ordered cards', 'Changes for authorisation (cards)' (highlighted with a red box), 'List of card agreements', and 'Help'. A blue button 'Order new cards' is on the right. The left sidebar contains a search menu and navigation options: Dashboard, Accounts, Payments, FAVOURITES, and MORE. Under 'MORE', 'Cards' is highlighted with a red box. The main content area is titled 'Changes for verification' and features a search criteria section with 'Type' set to 'Cards' and a 'Search' button. Below this is a table with the following structure:

For approval	Type	Change	Changed by	Status
Verify changes				

At the bottom of the page, there is a footer: 'Page downloaded 11:07 - 11.01.2023 by 6E6343 - Support Direct phone number +44 (0)28 9031 1377'.

View the list of card agreements

If you have more than one company, pick the one you want to see from the Company dropdown. The tickbox beside Corporate is ticked by default but you can switch between Corporate and Personal.

Clicking an individual column heading will sort the list alphabetically or by amount.

You can also export the list to a spreadsheet.

And, if you click on the function menu to the left of any account in the list, you'll get further options.

The screenshot displays the 'List of card agreements' page in the Danske Bank portal. The sidebar on the left contains navigation options such as 'Agreement details', 'Account status', 'List of cards', and 'Order new cards'. The main content area features a search bar, filters for 'Company' (ABC Company Ltd) and 'Liability' (Corporate selected), and a 'Search' button. Below the filters is a table with the following data:

Account/agreement	Company name	Liability	Account limit	Available balance	Annual turnover
NO 1 ACCOUNT 12345678901 GBP	ABC Company Ltd	Corporate	50,000.00 GBP	49,145.99 GBP	9,252.00 GBP

A context menu is open over the first row of the table, showing options: 'Agreement details', 'Account status', 'List of cards', and 'Order new cards'. The 'Cards' option in the sidebar is highlighted with a red box.

View agreement details

The screenshot displays the 'District' portal interface. On the left is a dark sidebar with a search menu and a list of navigation items. The main content area shows the 'List of card agreements' page for 'ABC Company Ltd - No 1 ACCOUNT - 950xxx xxxxxxxx GBP'. The 'Agreement details' tab is selected, showing account and liability information. Below this is the 'Company agreement' section with customer and invoicing details. At the bottom, a table lists 'Cards under this agreement', showing one 'Debit Mastercard Business' card.

Navigation Menu (Left Sidebar):

- Search menu
- Files
- FAVOURITES +
 - List of payment limits - account
 - List of accounts
 - Account statement
 - List of regular transfers
- MORE
 - eArchive
 - Additional services
 - Administration
 - Cash Flow Forecast
 - Accounts from other banks
 - Cards**
 - Markets Online

Page Header: District | List of cards | List of ordered cards | Changes for authorisation [cards] | **List of card agreements** | Help | Order new cards

Account Information:

ABC Company Ltd - No 1 ACCOUNT - 950xxx xxxxxxxx GBP

Agreement details | Account status and invoicing

Account: No 1 Account
950xxx xxxxxxxx GBP

Liability: Corporate

Company agreement

Customer number: 900xxxxxxx

Invoicing address: ABC Company Ltd
ATTN: J Bloggs
6 Main Street
Anytown
BT77 3EE

Company name on the cards: ABC Company Ltd

Ordered cards are delivered to: Card holders private address

Cards under this agreement

Card type	Number of cards
Debit Mastercard Business	3

Buttons: Back | List of cards

View account status

The screenshot displays the 'District' portal interface. The left sidebar contains navigation options such as 'Search menu', 'Files', 'FAVOURITES', and 'MORE'. The main content area shows the 'List of card agreements' page for 'ABC Company Ltd - No 1 ACCOUNT - 950xxx xxxxxxxx GBP'. The 'Account status and invoicing' tab is selected, displaying account details and a table of account status metrics.

Account/agreement: No 1 Account
950xxx xxxxxxxx GBP

Liability: Corporate

Account status

Account limit:	50,000.00
Actual balance:	-854.01
Amount reserved:	0.00
Available balance:	49,145.99
Annual turnover:	9,252.00 (Period: 10.01.2022 - 10.01.2023)

A 'Back' button is located at the bottom left of the account status section.

View statements via eArchive

eArchive contains digital versions of all your important documents from the last 10 years.

When you need to review your business's card transactions, just click on eArchive to view corporate card statements and account statements.

You can tailor eArchive to suit your business needs using the Settings tab along the top.

The screenshot displays the eArchive interface within the District portal. On the left is a dark sidebar with navigation options: Search menu, Dashboard, Accounts, Payments, FAVOURITES, MORE, Accounts from other banks, Additional services, Administration, Cards, eArchive (highlighted), and Markets Online. The main content area has a top navigation bar with 'eArchive', 'Settings', and 'Help'. Below this, the 'eArchive' section includes search filters: 'Company' (DANSKE BANK- COMMERCIAL DEV - XXXXXXXXXX) and 'Period' (Previous calendar quarter). A table of search results is shown below, with columns for Date, Document, Company, Account/User, and Info/Status. At the bottom, there are buttons for 'Open selected document(s)', 'Mark as read', and 'Mark as unread', along with a footer note: 'Page downloaded 11:26 - 11.01.2023 by 666343 - Support Direct phone number +44 (0)28 9631 1377'.

	Date	Document	Company	Account/User	Info/Status
<input type="checkbox"/>	31.12.2022	Account statement	DANSKE BANK- COMMERCIAL DEV - 9C	Danske SmallBusiness 950121 600	0189
<input type="checkbox"/>	30.12.2022	Fee note	DANSKE BANK- COMMERCIAL DEV - 9C	Danske SmallBusiness 950121 600	
<input type="checkbox"/>	30.12.2022	Fee note	DANSKE BANK- COMMERCIAL DEV - 9C	Danske SmallBusiness 950121 600	
<input type="checkbox"/>	12.12.2022	Credit Card Statement	DANSKE BANK- COMMERCIAL DEV - 9C	Mastercard Corporate 950121 400	
<input type="checkbox"/>	30.11.2022	Account statement	DANSKE BANK- COMMERCIAL DEV - 9C	Danske SmallBusiness 950121 600	0188
<input type="checkbox"/>	11.11.2022	Credit Card Statement	DANSKE BANK- COMMERCIAL DEV - 9008	Mastercard Corporate 950121 400	
<input type="checkbox"/>	31.10.2022	Account statement	DANSKE BANK- COMMERCIAL DEV - 9008	Danske SmallBusiness 950121 600	0187
<input type="checkbox"/>	12.10.2022	Credit Card Statement	DANSKE BANK- COMMERCIAL DEV - 9008	Mastercard Corporate 950121 400	

Sample statement



DANSKE BANK
 COMMERCIAL DEVELOPMENT
 ATTN:
 MEZZ FLOOR, DONEGALL SQ WEST
 BELFAST
 COUNTY ANTRIM
 BT1 6JS

Danske Bank
 Small Business
 P.O. Box 183
 Donegall Square West
 Belfast BT1 6JS
 Telephone 03452666555
www.danskebank.co.uk

12 December 2022

Account 950121 xxxxxxxx
 IBAN: GB69 DABA 9501 21 xxxx xxxx xx
 The account is in pounds sterling

Page 1 of 6

Mastercard Corporate Card - Statement No. 01162359350189
Period to which this statement relates 12.11.2022 - 12.12.2022

Balance at 12.12.2022	- 6,311.48		
Payment required	6,311.48	Due date	19.12.2022

Payment options

Payment should be received by 3:30 pm on 19.12.2022

For other ways to pay please see the reverse of the first page of this statement.

Agreed payment of GBP 6,311.48 will be debited from account 950121 xxxxxxxx on 19.12.2022 in accordance with instruction held.

Summary of Entries

Trans Date	Interest Date		Debit	Credit	Credit bal. + Debit bal. -
18.11	18.11	Balance at 11.11.2022			- 832.85
		Payment		832.85	0.00
		Card no. 5473 xxxx xxxx 6852	325.33		- 325.33
		Mr P Bate			
		Card no. 5473 xxxx xxxx 4370	26.00		- 351.33
		Bill White			
		Card no. 5473 xxxx xxxx 1705	663.60		- 1,014.93

Customer support

If you have questions about using Administration on District or any other functionality within District, please contact us on



028 9031 1377

Opening hours are

Monday to Thursday: 8am - 6pm

Friday: 8am - 5pm

We may record or monitor calls to confirm details of our conversations, and for verification and quality purposes. Lines are open at the time shown above, except for bank holidays or other holidays in Northern Ireland when the bank is not open for business.

Danske Bank is a trading name of Northern Bank Limited which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, Financial Services Register, reference number 122261.

Registered in Northern Ireland R568.

Registered Office:

Donegall Square West

Belfast BT1 6JS

Northern Bank Limited is a member of the Danske Bank Group.

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Danske Bank