

# How to Submit and Manage Travel Notices



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## • Step 1: Access Your Account

- Navigate to your account and go to the **Card Management** section.
- Select **Manage Card** and then click on **Travel Notices**.

Dashboard **Accounts** Transfer & Pay Tools Quick Apply Financial Planning Help & Support

## Card Management

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Name  
[Redacted]

Card Description  
**Consumer Debit Card**

Card Number  
[Redacted]

Expires  
**11/26**

Alerts and Controls 

Replacement Options 

Travel Notices 1 Scheduled

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### • Step 2: Add a New Travel Notice

- Click on **Add New Travel Notice**.
- Enter the required travel details:
  - **Start Date**: Select the date your travel begins.
  - **End Date**: Select the date your travel ends.
  - **Destination**: Choose whether your travel is domestic or international.
  - **Travel Destination**: Enter the specific location of your travel.
- Select the **card** to which the travel notice applies and click **Save**.

The screenshot shows a mobile application interface for adding a travel notice. The title is 'Travel Notices'. Below the title is a blurred header image. The form contains the following fields:

- Start Date**: 04-17-2025 (with a calendar icon)
- End Date**: 05-01-2025 (with a calendar icon)
- Destination**: Domestic (with a dropdown arrow)
- Travel Destination**: DC (with a clear icon)

Below the form is a section titled **Cards** with the instruction: 'Please select any additional cards that are impacted by this travel notice.' There are two cards listed:

- Visa Credit Card**: [Card Icon] [Card Number] [Toggle Switch]
- Consumer Debit Card**: [Card Icon] [Card Number] [Toggle Switch]

A green rectangular box highlights the toggle switches for both the Visa Credit Card and the Consumer Debit Card, indicating they should be selected.

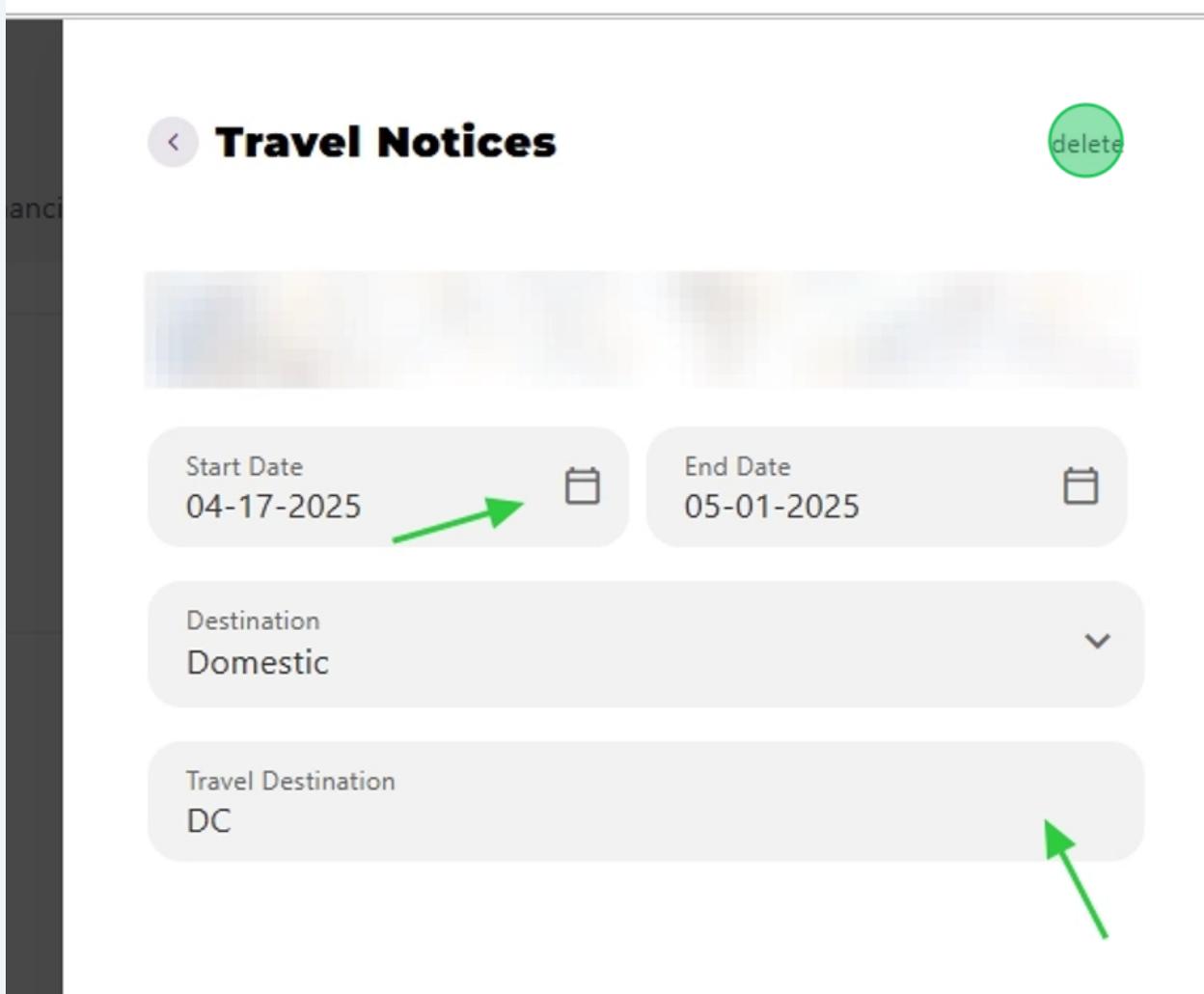
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• **Step 3: Update an Existing Travel Notice**

- To update an existing travel notice, click on the scheduled travel notice you wish to modify.
- Update the dates and destination as needed and Save the changes.

• **Step 4: Delete a Travel Notice**

- To delete a travel notice, click on the scheduled travel notice you wish to remove.
- Click on the **Delete** option located at the top right corner.



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Should you encounter any issues while managing your travel notices, please give us a call at (888) 252-0202 for assistance.