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How to request and add a

CDF Corporate Card

to your digital wallet

June 2024

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Tips for getting started

Download the mobile app

The FlexiPurchase app is available for both Apple and Android devices. Download it by searching 'FlexiPurchase' in the app store on your device. If you're an Android user, you'll also need to download the Google Wallet app.

We recommend you turn on automatic app updates or manually update the FlexiPurchase app whenever prompted.

Transaction considerations

Virtual cards are not issued with a PIN, and some transactions (e.g. transactions over a certain threshold and refunds) may not be authorised without a physical card/PIN. In these instances you may be required to present an alternative payment method.

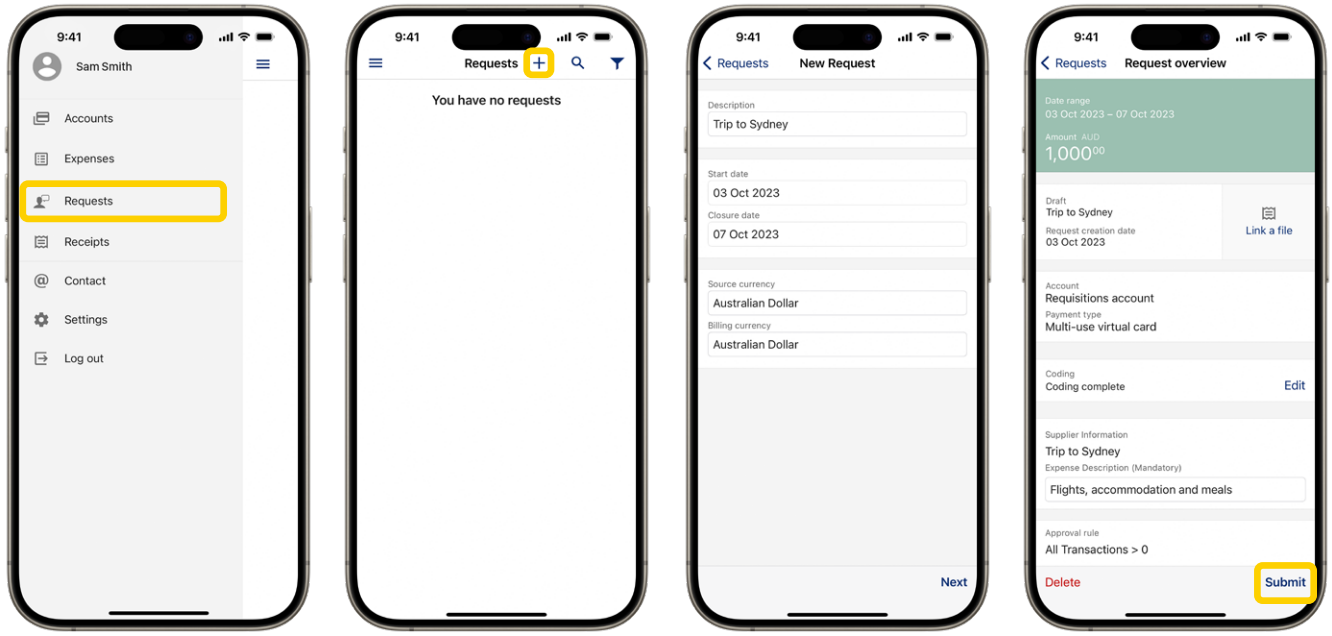
If you're asked to enter an Online Shopping ID (OSID), you'll need to contact your Organisation's Authorised CDF Corporate Card contact for the OSID or use an alternative payment method to complete the transaction.

01

Request virtual card

You can request a virtual card in FlexiPurchase (desktop) or in the FlexiPurchase app:

1. Log into the FlexiPurchase app on your device.
2. Navigate to the **Requests** menu.
3. Tap **+** to create a new virtual card request.
4. Enter the virtual card details, then tap **Submit** to complete the request.
5. You'll receive an email notification and a FlexiPurchase app push notification when your request is approved.



02

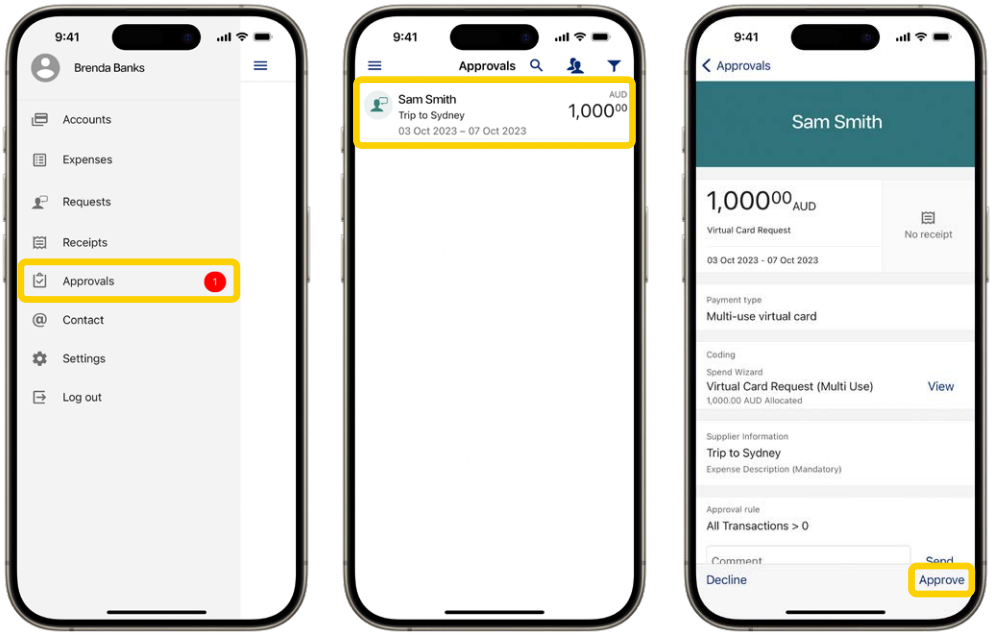
Approve virtual card (Manager or Delegated Approver)

You can approve a virtual card request in FlexiPurchase (desktop) or in the FlexiPurchase app:

1. Navigate to the **Approvals** menu.
2. Tap the virtual card request you want to review.
3. Tap **Approve** to issue the virtual card.
4. The user will receive an email notification and a FlexiPurchase app push notification.

Note:

- You can only **query** a virtual card request in FlexiPurchase (desktop).
- If you **decline** the request, the virtual card will not be issued. The user will be notified by email.

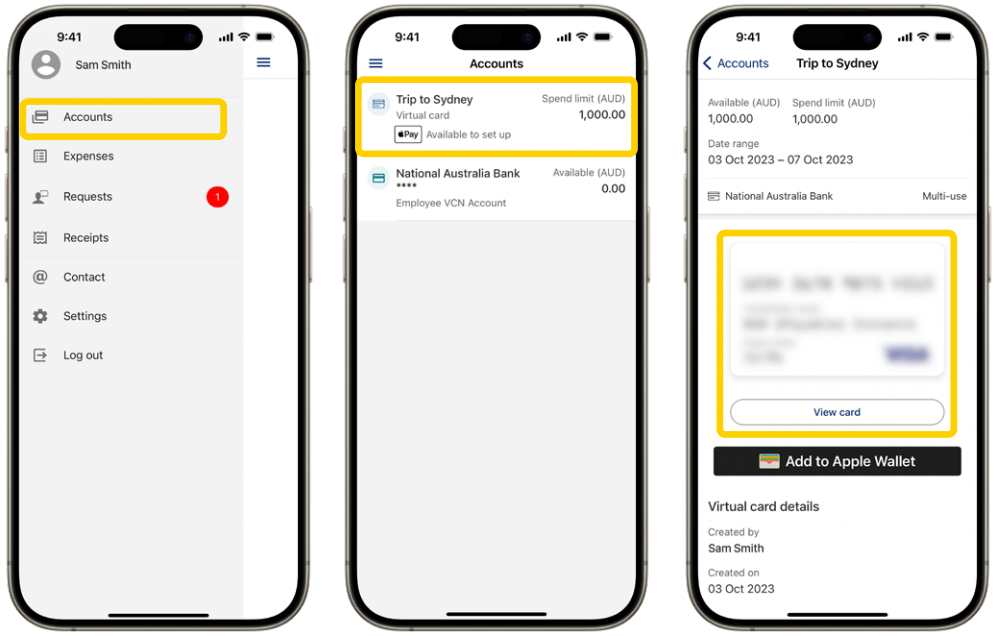


03

View approved virtual card

You can view approved virtual cards under **Accounts** in the FlexiPurchase app:

1. Navigate to the **Accounts** menu.
2. Tap the virtual card you want to view.
3. Tap **View Card** and enter your FlexiPurchase PIN to view the virtual card details (16-digit card number, expiry date and CVV).

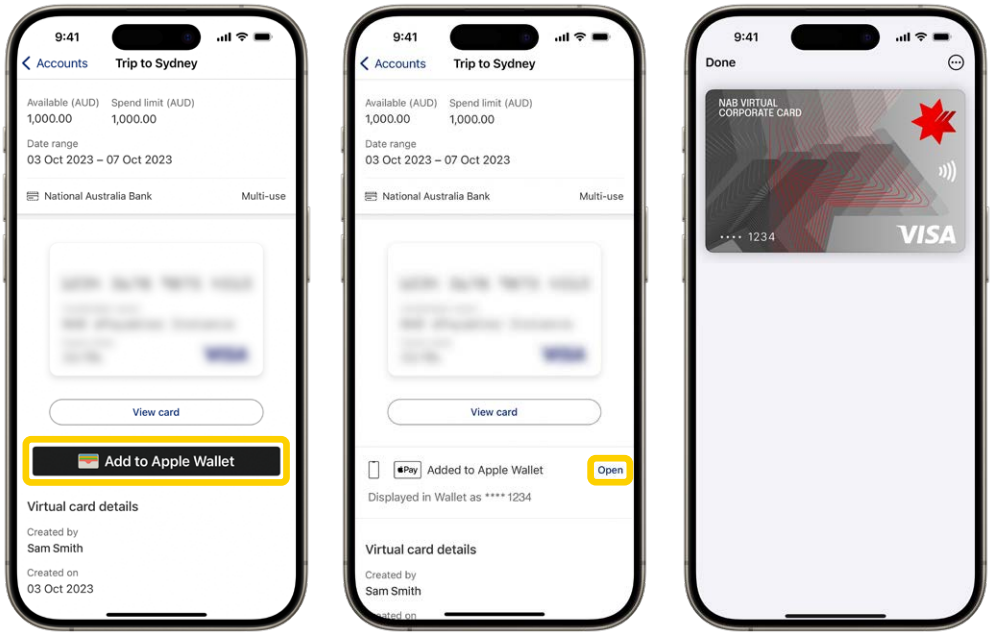


04

Add to wallet

You can add a virtual card to Apple Pay or Google Pay via the FlexiPurchase app:

1. Tap **Add to Apple Wallet** or **Add to Google Pay**.
2. Confirm your details.
3. Read and agree to the terms and conditions.
4. Verify your virtual card.
5. Tap **Open** to view your virtual card in the associated wallet app.
6. You will receive a confirmation message from **FLEXIPURCH** when provisioning is completed.



Acknowledgement

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