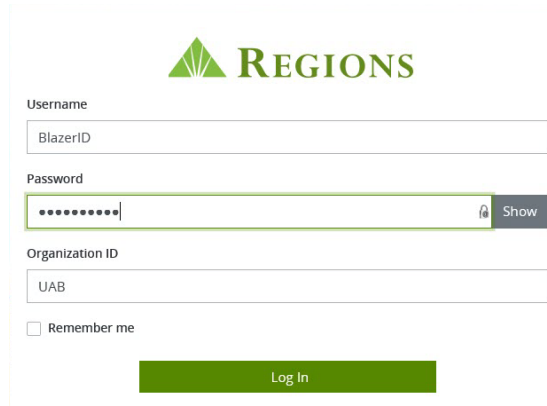


Regions Intersect: Transaction Notifications (Approvers)

<p>Once a transaction(s) has been reviewed by a proxy or cardholder, the approver will receive a Transaction Status Notification email from Regions Intersect.</p> <p>The notification will come once a day with a PDF attachment of the transactions that need to be approved.</p>	<div style="text-align: center;"> <p>You have transactions that require attention</p> <p>You have transactions that require approval</p> </div> <p>To view transactions that require approval: https://intersect.regions.com/expenseManager/transactions/transactionsTopActions.aspx?ApproveType=2&Card=1</p> <p>If the link does not work, here are the steps to view transactions that require approval:</p> <ol style="list-style-type: none"> 1. Navigate to https://intersect.regions.com and log in. 2. Navigate to Transactions > Transaction Management or select Transactions on the home page. 3. Select a Date Range for transactions. 4. Select Review Type from drop down menu, Equal to: Reviewed from 3rd dropdown. Click on Add. 5. Select Approve Type from drop down menu, Equal to Not Approved from 3rd dropdown. Click on Add. 6. If you have multiple accounts assigned, check the My Cards option in the Search menu to see transactions for all your assigned cards. 7. Click Search <p style="font-size: small; text-align: center;">Please do not respond to this email. This email address is not monitored.</p> <hr/> <p>Regions Bank Commercial Card Services https://intersect.regions.com/welcome.aspx Regions Card Services: 1-888-934-1087 Program Administrators ONLY: 1-855-559-0758</p>								
<p>Within the email, click on the PDF file to view the transactions that have been reviewed on your account.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="font-size: small;">Fri 9/27/2019 2:43 AM</p> <p style="font-size: small;">Regions Intersect <mailbox-regions@aocencservices.com></p> <p>Transaction Status Notification</p> <p style="font-size: x-small;">To Employee, UAB</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> TransactionStatusNotificationReport2019-09-27 03-29-11.pdf 69 KB </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="text-align: center; margin: 0;">Transaction Status Notification Report.</p> <p style="text-align: center; margin: 0;">Card Holder: UAB DEPARTMENT</p> <p style="text-align: center; margin: 0;">Account Number(Last 4 Digits): 1234</p> <p style="text-align: center; margin: 0;">Transactions that need Approval as of 9/27/2019</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #800000; color: white;"> <th style="padding: 5px;">Merchant</th> <th style="padding: 5px;">Transaction Date</th> <th style="padding: 5px;">Posting Date</th> <th style="padding: 5px;">Billing Amount</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">STAPLES</td> <td style="padding: 5px;">9/19/2019</td> <td style="padding: 5px;">9/20/2019</td> <td style="padding: 5px;">300.00 USD</td> </tr> </tbody> </table> </div> </div>	Merchant	Transaction Date	Posting Date	Billing Amount	STAPLES	9/19/2019	9/20/2019	300.00 USD
Merchant	Transaction Date	Posting Date	Billing Amount						
STAPLES	9/19/2019	9/20/2019	300.00 USD						

The Regions Intersect Page will Load.

Enter your Regions Intersect Username, Password, and Organization ID of UAB, then **click Log In**.

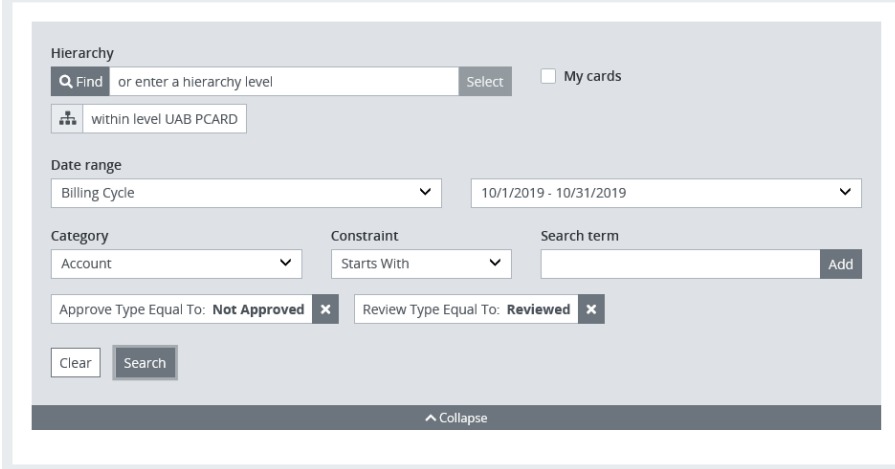


The image shows the Regions Intersect login page. At the top center is the Regions logo, which consists of a green stylized tree icon followed by the word "REGIONS" in green capital letters. Below the logo are three input fields: "Username" with "BlazerID" entered, "Password" with a masked password "*****" and a "Show" button, and "Organization ID" with "UAB" entered. There is a "Remember me" checkbox which is unchecked. At the bottom center is a green "Log In" button.

The “Transaction Management” page will automatically display unreviewed transactions that have been reviewed by proxies and cardholders and submitted for approval.

If you need to narrow the search, You are able to edit the search criteria using the “Category” drop-down Button.

Transaction Management



The image shows the Transaction Management search interface. It features a search bar with a magnifying glass icon and the text "Find or enter a hierarchy level" and a "Select" button. Below the search bar is a filter for "within level UAB PCARD". There are two date range dropdowns: "Billing Cycle" and "10/1/2019 - 10/31/2019". Below these are three more dropdowns: "Category" (set to "Account"), "Constraint" (set to "Starts With"), and "Search term" with an "Add" button. There are also two filter buttons: "Approve Type Equal To: Not Approved" and "Review Type Equal To: Reviewed". At the bottom left are "Clear" and "Search" buttons. At the bottom right is a "Collapse" button with an upward arrow.

For instructions on reviewing transactions, please view the following:
P-Card Regions Intersect – Approvers: How-to Review Transactions