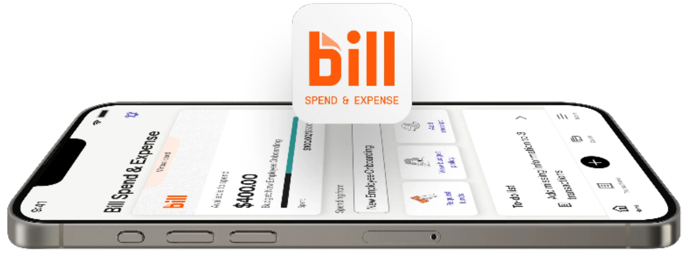
MBR Management Corporation
Commercial Card Users



Getting Started > Setting Up Your Account

- You will receive an email invitation to join Bill.com.
- Click the link in the email and follow the prompts to create your login credentials.

Activating Your Credit Card: Once you receive your Bill.com card, log into your account. Navigate to the "Cards" section. Select your card and click "Activate." Note: If you misplace your card, you can temporarily freeze it and unfreeze it once it's found.

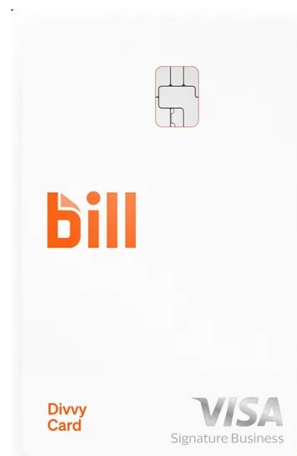
Download the Mobile App (bill spend & expense)
Use the same email and password you created during setup.
Set Login options in the app under More > Login options to use a 4-digit Pin or fingerprint

Real-time spend: See transactions as they come through and watch your spending balance immediately reflected in the available budget.

To-Do List: Check your To-do list in the app for transactions that need coding.

Virtual cards: Prevent fraud by setting spend limits on virtual cards for vendors, subscriptions, and one-time purchases all managed within the app.

Notifications & Alerts: Keep notifications enabled to stay updated on new transactions



Steps to Complete a Transaction: (7 days to complete transactions)

1. Open the Bill.com app or website.
2. Go to the "Transactions" tab at the bottom or your "To-do list" section.
3. Select the transaction you want to code.
4. Enter the following details:
    - Receipt - Attach a receipt (upload or take a photo)
    - Category (e.g., Supplies, Gas, Employee Relations)
    - Location (Store Location or "Area" to split between your area)
    - Notes: (Description of items bought)
5. The Transaction Details should show "Complete" (In green) at the top

Cards Automatically Freeze
You have 7 days to complete transactions otherwise your card will remain "frozen" until transactions are completed. As soon as you complete all the transactions your card will immediately unfreeze and you can continue using your card. You will get notifications on your phone.

Statements/Card Limits: Card limits reset on the 1st of each month. Statements come out on the 25th of the month.

Receipts: You are responsible for having a receipt for each transaction. Please make sure the picture of a receipt is clear and shows all details of the items purchased. Keep your receipts in an envelope for 3 months.

Personal/Accidental charges: Send an email right away to accountspayable@mbrmgt.com and jswan@mbrmgt.com. Accidental/Personal charges will be payroll deducted.

Lost Receipts: If a receipt under $75 is lost and you cannot get a re-print. It will need to be approved by your supervisor. You can submit a photo of a written note with details of what was purchased with the amount and date. Lost receipts may be payroll deducted if not approved by your supervisor. If the transaction is over $75.00 you will need to provide a receipt.