

Guide for employees

PWB Virtual Card offers a new way to charge business expenses. Use virtual cards and never deal with reimbursements or tedious expense reports again.

It's simple to get started

Create your account

1. You will receive an invite to join your organization from an Org Owner or Admin via email*
2. Click the enclosed hyperlink to accept the invite at the sign up page
3. Once your account setup is complete, download the PWB Virtual Card app

Request a card

If you've already been sent a virtual card, it will be available in the app.

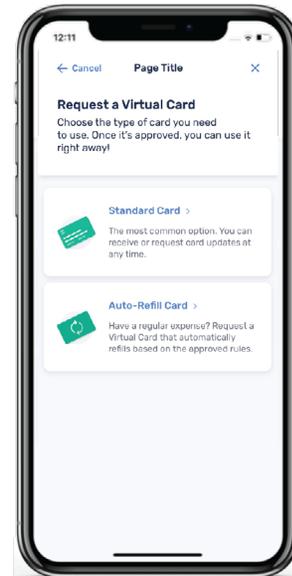
To request a card:

1. Press **request a virtual card**
2. Select a card type
3. Enter the authorized cardholder's email
4. Set the amount and expiration
5. Upload an invoice or receipt and add a custom tag

Start spending

Pay with your PWB virtual card by:

- using the card online
- sending secure cards over email
- sharing over the phone
- key-entering at POS



FAQs

What is a virtual card?

It is a digital credit card with its own unique number tied to your company's existing PWB account. When your manager creates a virtual card, they can set the name on the card, spending limit, and a unique expiration date.

How can I use virtual cards?

- Use a virtual card to pay online bills
- Get a budget to create your own cards
- Control vendor payments and manage recurring subscriptions
- Track spend by creating different cards for different types of expenses and add custom tags



*You can request an invite at extend.pacwest.com/createaccount

All accounts are subject to approval and applicable fees, terms and conditions. See banker for details. Pacific Western Bank is an equal opportunity lender. This is not a commitment to lend. All offers of credit are subject to credit approval.
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