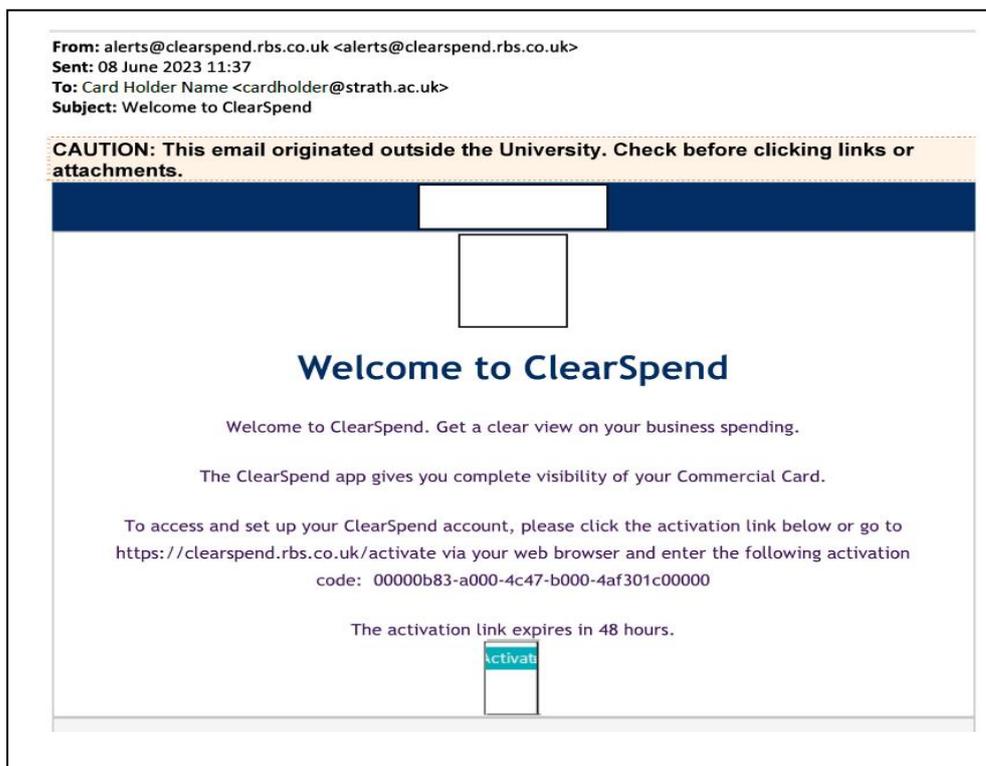


Registering on RBS ClearSpend Banking Application:

ClearSpend is a useful banking tool provided by RBS, which will help you monitor and review your purchase and travel card spending. It's a great tool to help you keep track of your expenditure before it appears on your budget statement.

You will receive an invitational email to ClearSpend with an activation link, as below.



To complete your registration please follow the undernoted steps:

- Click on the activation link and you will be diverted to a window to generate your one time passcode (OTP). This will be sent via text message to the mobile number associated with your card
- You will then be asked to set up a password. This must be a minimum of 9 characters, made up of numbers and digits
- Please review and accept the Terms and Conditions (via the hyperlink) and click confirm to complete your registration
- When the 'Welcome' window is displayed click 'Begin' to view your dashboard.

Please note you will need your email, password and a new OTP every time you log into ClearSpend. You will be brought directly to the dashboard screen.

How to Log Into ClearSpend after Registration (Web version):

To log into ClearSpend, please use this link - <https://ClearSpend.rbs.co.uk/login> You may want to add this as a favourite to your browser bar for easier access.

Each time you log in, you will need your email, password and a new OTP (One Time Passcode)

When you login, you will be taken to your home screen/dashboard which will display your current balance, credit limit and a list of current transactions.

Royal Bank of Scotland UNIV OF STRATHCLYDE Cardholder Name User

Cardholder ...1234 Exp. date: 01/29 Period Current period

Current balance
£ 0.00

Available credit **£ 74.01** | Credit limit **£ 100** 0-50% 51-75% 76-100%

Statements and documents

All transactions

Search by cardholder or merchant Filter Spending breakdown Export

Merchant	Transaction date	Posted date	Status	Amount
AMZNMktplace	Oct 30, 2023		Pending	£ 25.99

In the 'All transactions' field, you can use the search box / filter option to look up transactions per merchant.

All transactions

Search: mharsanta Filter Spending breakdown Export

Merchant	Transaction date	Posted date	Status	Amount
MHARSANTA	Nov 7, 2023	Nov 8, 2023	Posted	£ 210.00

Filters [X]

This is the list of available filters for this section:

Transaction category

[Empty input field]

Transaction amount range

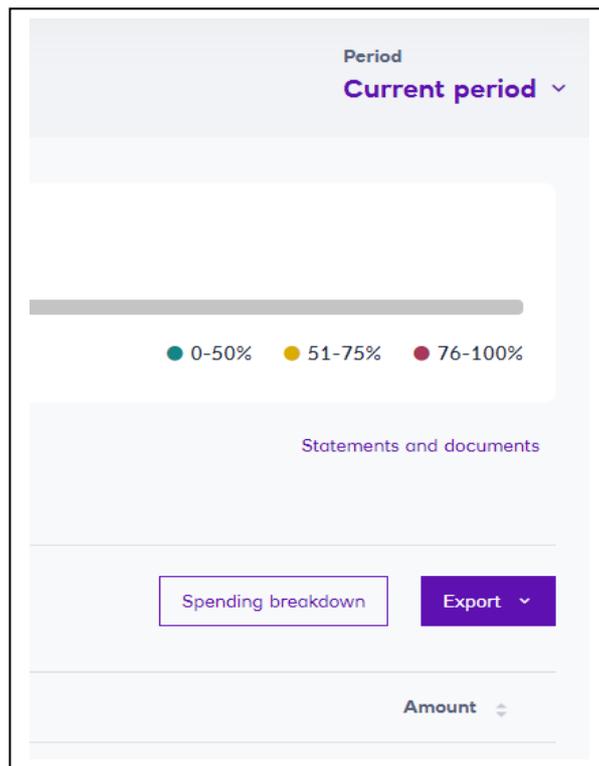
£0 - £1,000 £1,001 - £2,000
 > £2,000

Transaction status

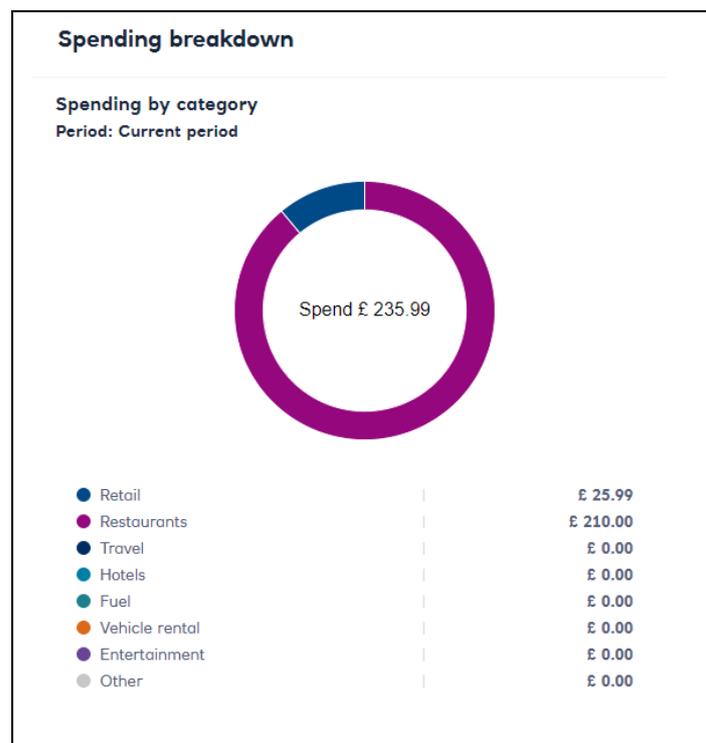
Posted Pending
 Declined

Cancel Apply

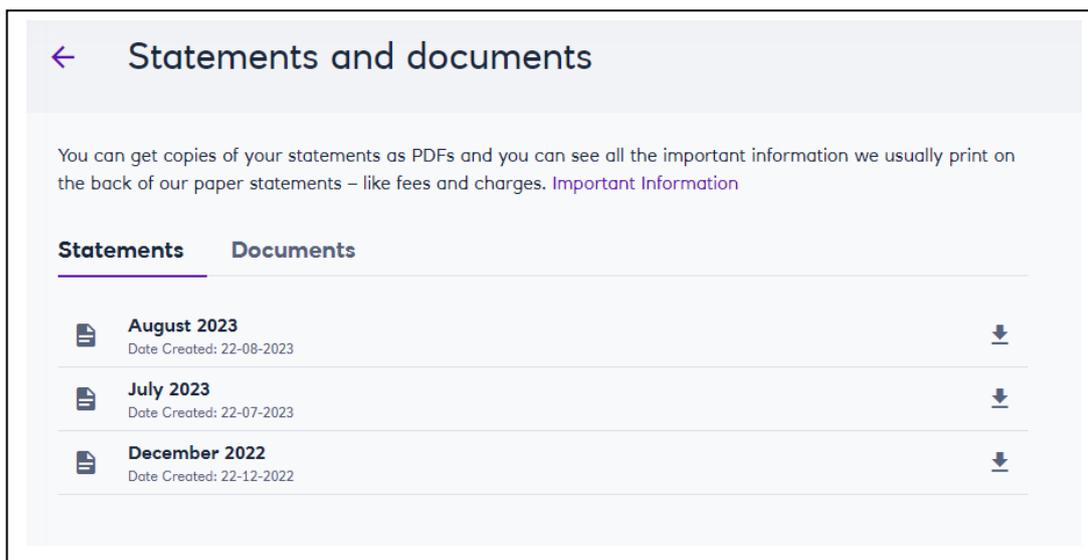
On the top right-hand side of your screen you will see the option to select a Period.



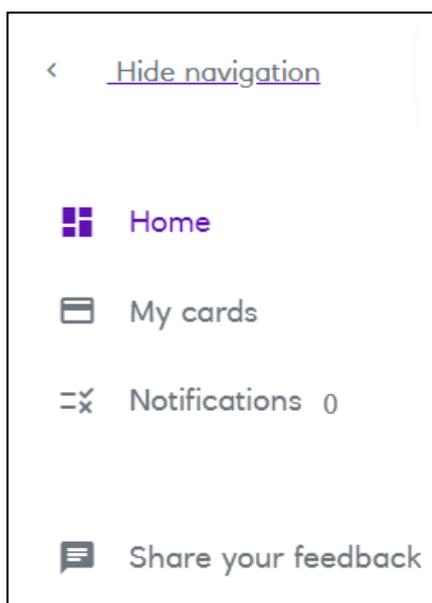
Spending Breakdown - The Spending Breakdown option will display the spend categories associated with your card.



This application also gives you the option to view and download your statements, you can access these by clicking 'Statements and Documents', this will display a list of statements that you can download locally in PDF format.



On the left-hand side of your dashboard you will see the navigation panel, within this menu you can choose to view your card(s) details and pending notifications from the bank.



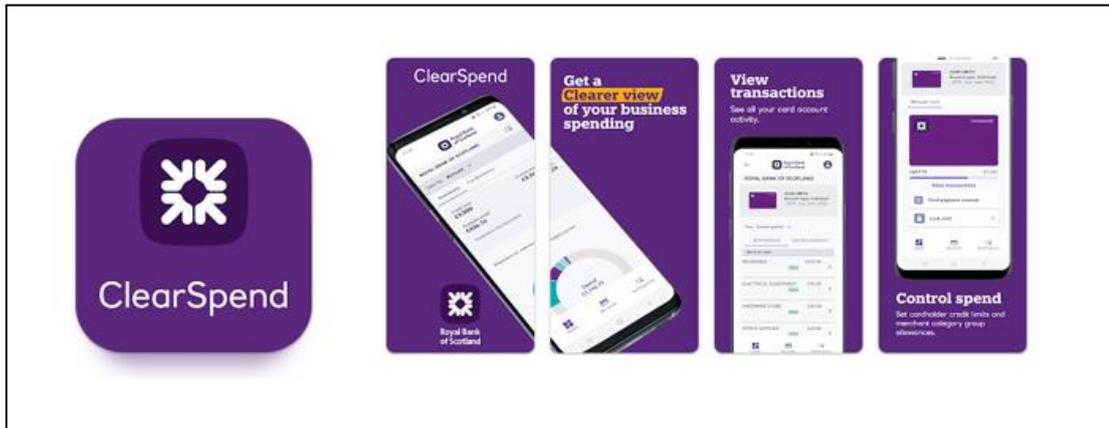
Click 'Home' to return to your dashboard.

Please note if your card is lost or stolen, or you require a new pin, please contact the Finance Helpdesk and the team will be able to arrange a replacement for you – finance-helpdesk@strath.ac.uk / 0141 548 4500

How to log into ClearSpend after Registration (Mobile app):

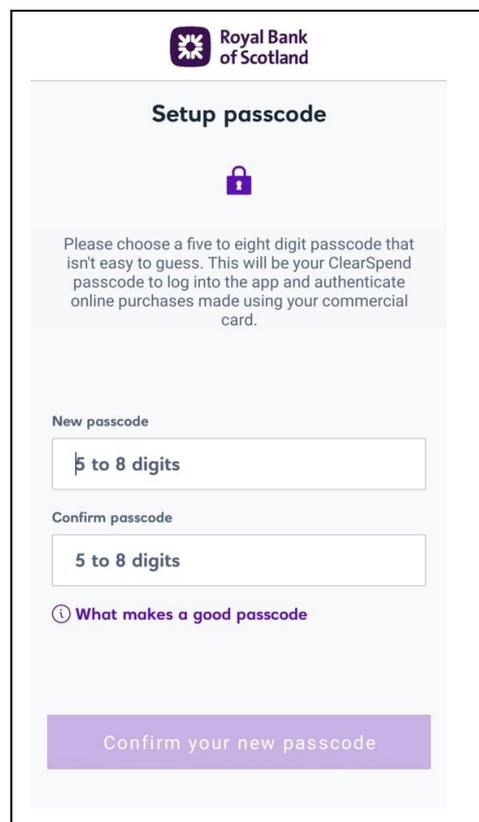
If you prefer to use the ClearSpend app on your mobile device please follow the undernoted guidance.

The RBS ClearSpend App is available for both Apple and Android mobile devices via the system app store. Please look for the undernoted logo which will be the same for all operating systems.

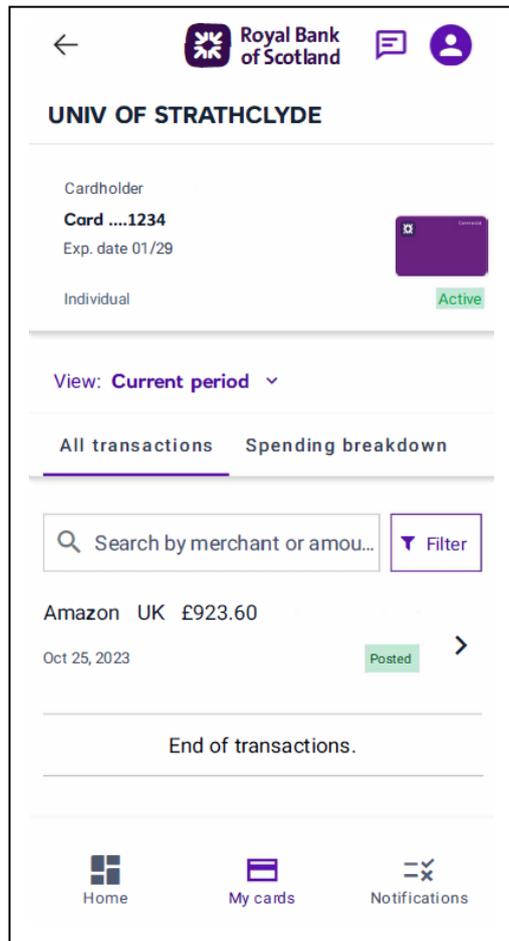


When you have downloaded the app, you will be asked to sign in using your email / password which will be the same details you use for Web access. An OTP will be sent to you via text.

On the following screen you will be asked to set up a passcode Consisting of 5 to 8 digits. Going forward, each time you access ClearSpend via your mobile, you will only be asked to confirm the passcode you have set up.

The screenshot shows the 'Setup passcode' screen within the ClearSpend app. At the top, the Royal Bank of Scotland logo is visible. Below the logo, the title 'Setup passcode' is centered. A purple padlock icon is positioned below the title. The main text reads: 'Please choose a five to eight digit passcode that isn't easy to guess. This will be your ClearSpend passcode to log into the app and authenticate online purchases made using your commercial card.' There are two input fields: the first is labeled 'New passcode' and contains the text '5 to 8 digits'; the second is labeled 'Confirm passcode' and also contains '5 to 8 digits'. Below the input fields is a link that says 'What makes a good passcode' with an information icon. At the bottom of the screen is a large purple button labeled 'Confirm your new passcode'.

When logged in your dashboard will be displayed and you will note that this is similar to the web version of the application.



Home – The Home screen will display the dashboard view which details the cardholder name, last 4 digits of the card and the card expiry date

Spending Breakdown - The Spending Breakdown option will display the spend categories associated with your card.

My Cards – The My Cards option will display your card details.

Notifications – The Notifications option will let you know if you have any pending checks, approvals or bank notifications.