



 **NUMARQE**
Onboarding 2023



Welcome to **NUMARQE**

Welcome to the best-in-class corporate credit card for the mid-market business.

NUMARQE is a **Mastercard** partner and our cards are Mastercard backed by credit provided by NUMARQE. They're universally accepted across the globe and are available in multiple currencies meaning **no FX fees**. (**EUR, GDP, USD** currently.)

www.numarqe.app





To us, it's personal

Introducing your dedicated
Relationship Manager.

Nikolai Ueker will be your **main point of contact** throughout the onboarding process and will be there to ensure your smooth transition to NUMARQE.

Thereafter he will be **personally managing your account** and you can directly contact him should you have any questions or need assistance.



Nikolai Ueker
CRO & Co-founder

support@numarqe.com
020 4571 5988





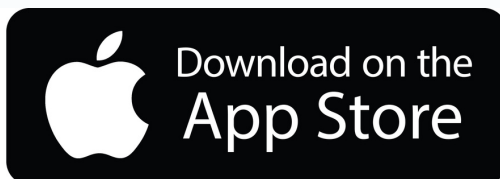
Next steps

1. Download Auth0 Guardian

So that you can access the **NUMARQE** platform, for security we use 2-factor authentication.

Every time you log in, you will receive a notification from the Auth0 Guardian app to approve your login.

On your phone please **download the Auth0 Guardian app**. Below are links to download the app for iPhone or Android phones (Google play):





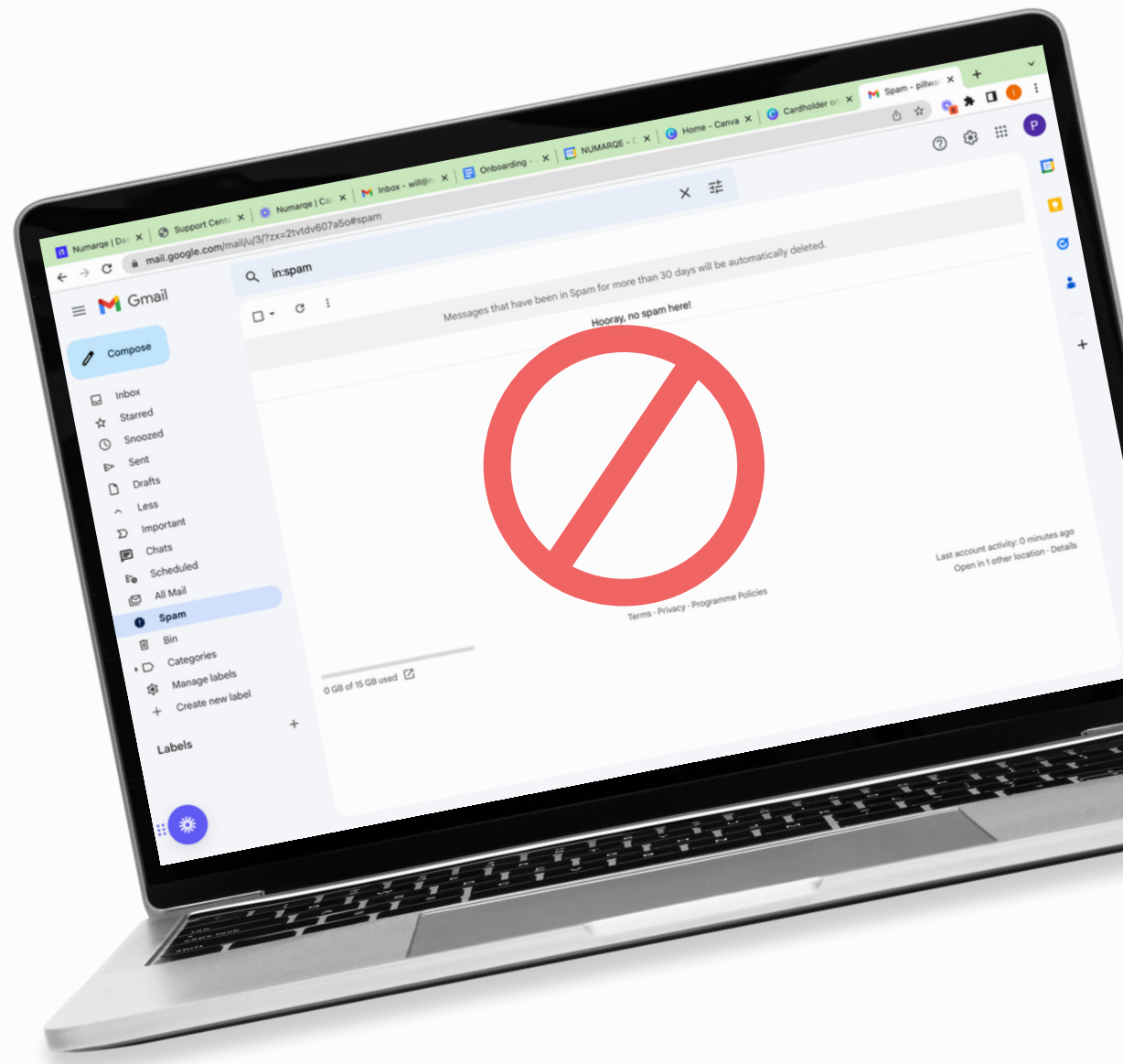
Next steps

2. Spam filters

Some companies have spam filters set up to block unwanted emails. Sometimes this means blocking our login emails being sent to you, so please send our list of domains below to your IT Department to allow them.

@numarqe.com

@nmrq.cc



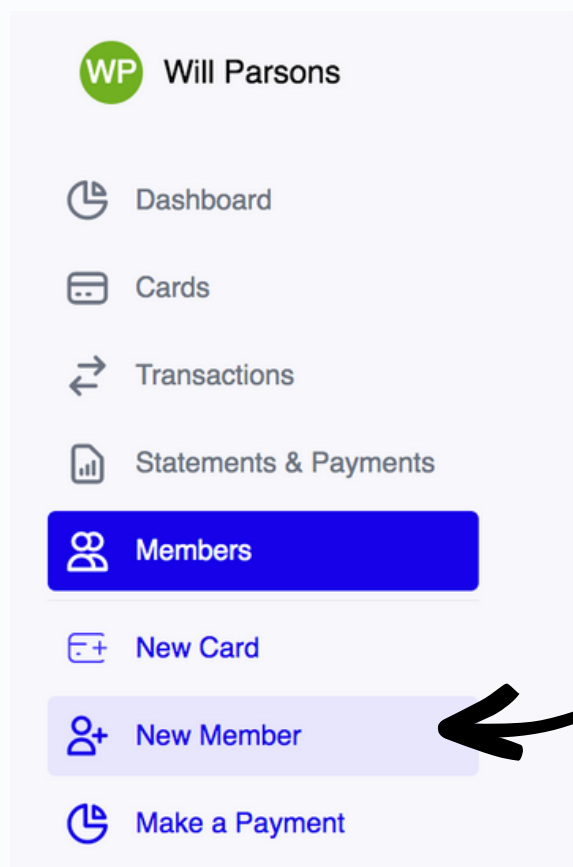


Next steps

3. Adding members

Before creating and assigning a card, you must create a member to assign a card to - you can also create Admin users this way. You can do this in 2 ways: the first is manually in the platform (as shown below) and the second is that we can bulk upload them for you (ask your Relationship Manager to send the CSV template to you for this).

Step 2:
Fill out the **member's details**



Step 1:
Click on **New Member**



Next steps

4. Assign cards

Once you have created members you can now assign cards to them. When assigning a card you can decide the card currency (GBP, EUR, USD) and the spending limits too. Below shows how to create a new card.

Step 2:
Follow the prompts

Step 1:
Click on **New Card**

WP Will Parsons

- Dashboard
- Cards
- Transactions
- Statements & Payments
- Members**
- New Card**
- New Member
- Make a Payment

Create Limit Physical

Create a card

Assign to
Will Parsons

Confirm name (this will be shown on card)
Will Parsons

Confirm mobile number
GB 7891 499910

Cardholder billing address
 Use company address

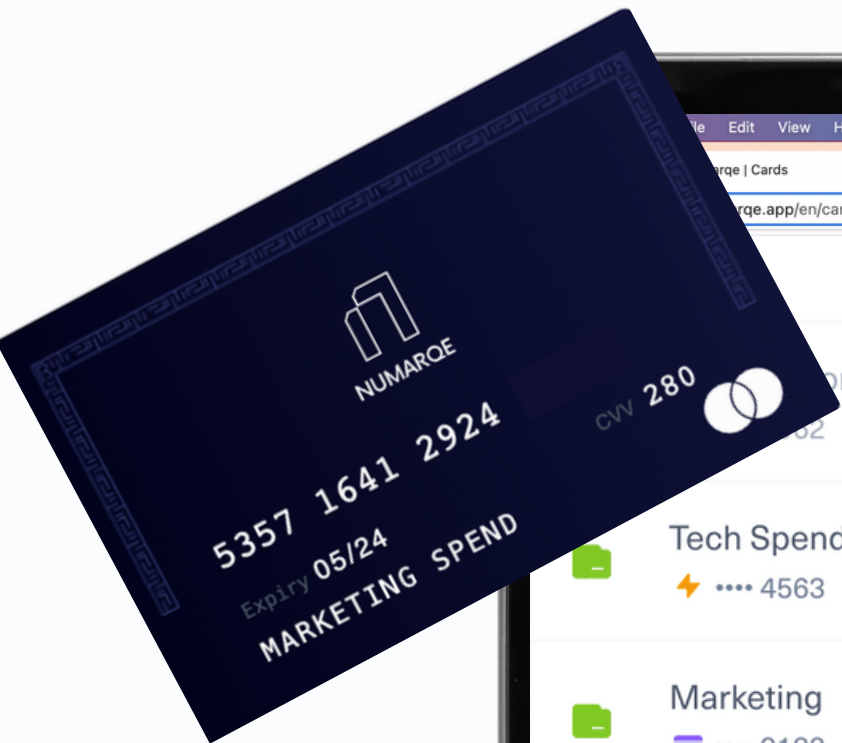
Next



5. Allocate cards for particular spend

We allocate cards for certain types of spend. For instance, we have all of our **marketing spend** on one card and all of our **tech stack** spend on another.

By adding in either your tailored **BCC codes** or **using our defaults** we can easily reconcile the spend on a card for business-wide marketing spend such as your LinkedIn, Google Ads or AWS costs on a monthly basis.



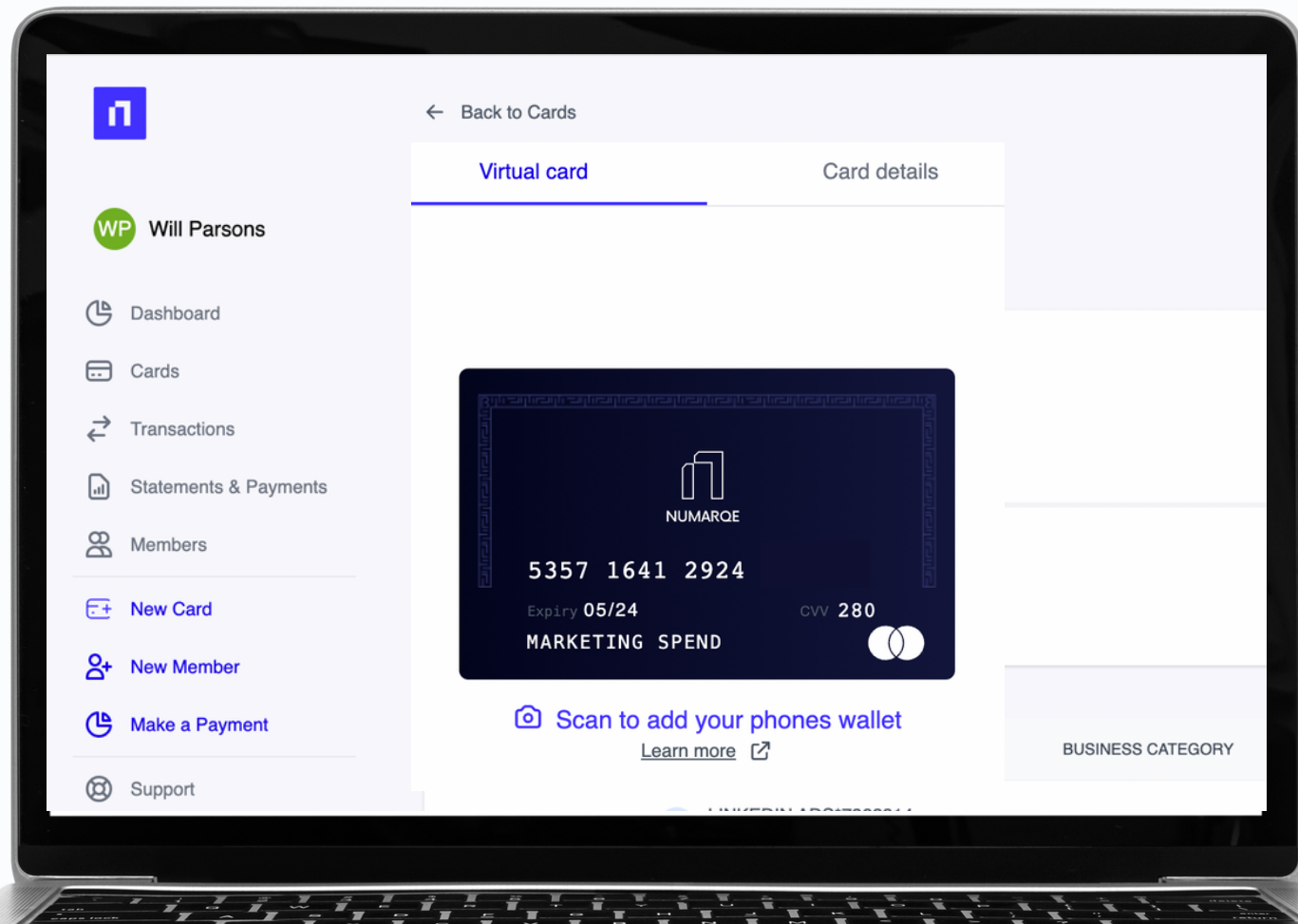
	CCY	UTILISATION	LIMIT
	USD	500 50%	1,000
Tech Spend ⚡ ... 4563	GBP	9,800 98% ⚠	10,000
Marketing 💬 ... 9182	GBP	1,500 75% ⚠	2,000
Operations 💬 ... 8910	GBP	200 20%	1,000



6. Transfer your continuous payments

You can find a card's details by clicking on a card and then selecting '**View Card**'.

Once you have your card details: simply log in to the provider's platform/website (E.g. LinkedIn) that you use and want to change the payment details for, remove the old details and then enter your **NUMARQE** card details.





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