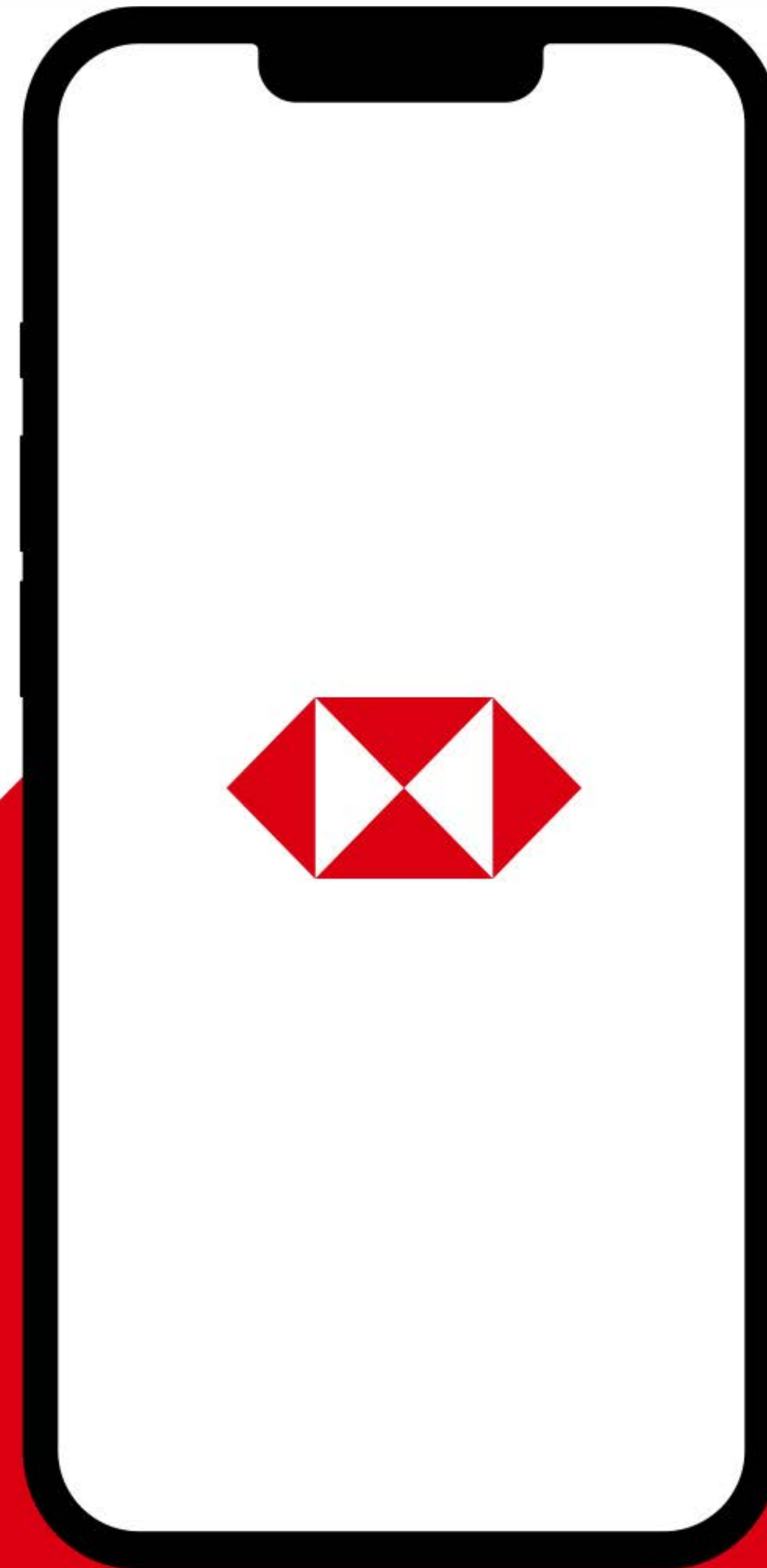




How Program  
Administrators  
can use HSBC  
CentreSuite Mobile

## How to:

1. Sign in
2. Manage teams
3. View accounts & statements
4. Make payments

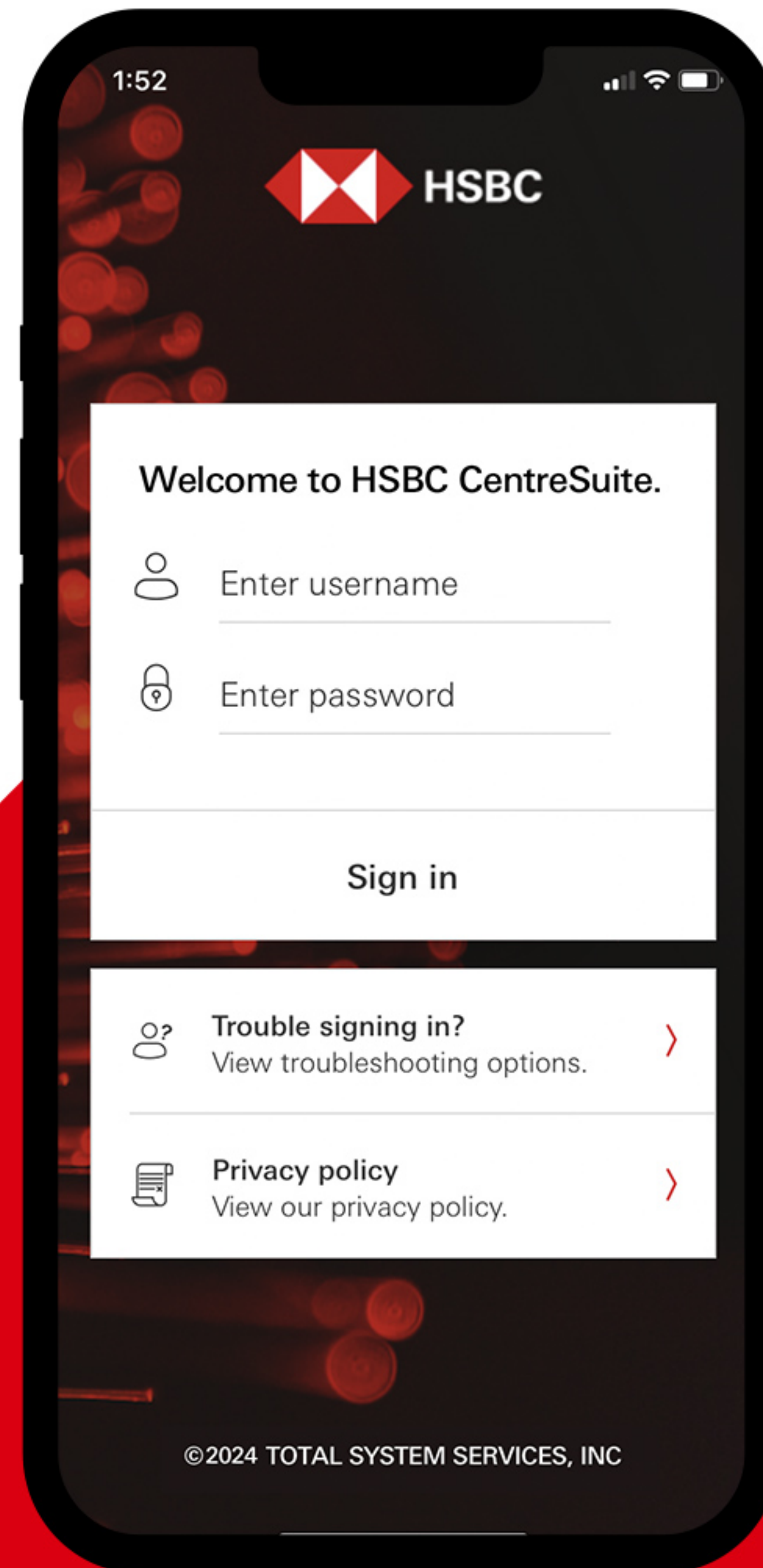


## How to:

1. Sign in
2. Manage teams
3. View accounts & statements
4. Make payments

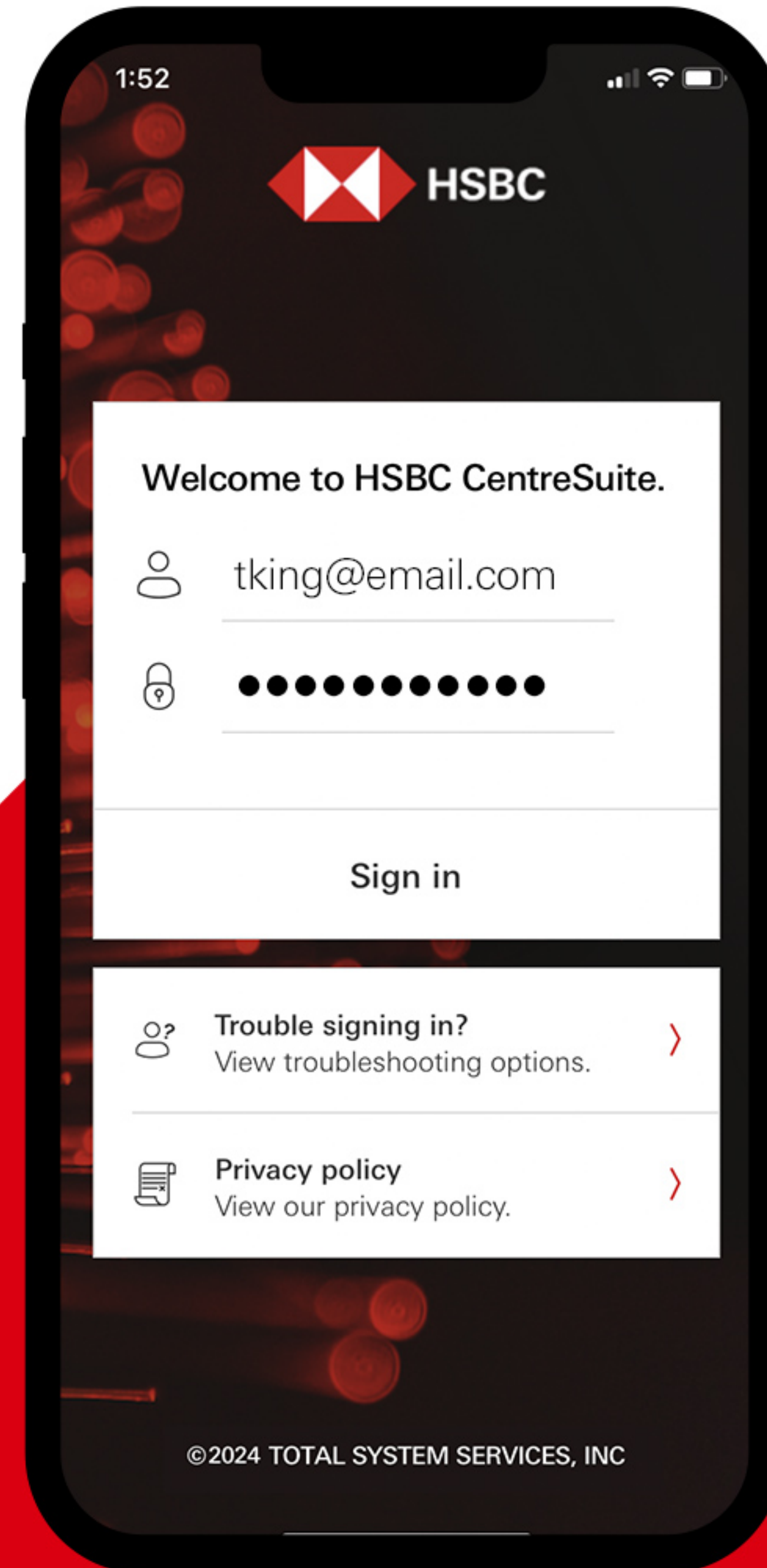


# Open the HSBC CentreSuite Mobile app on your phone



Open the HSBC CentreSuite  
Mobile app on your phone

Enter your CentreSuite  
username and password

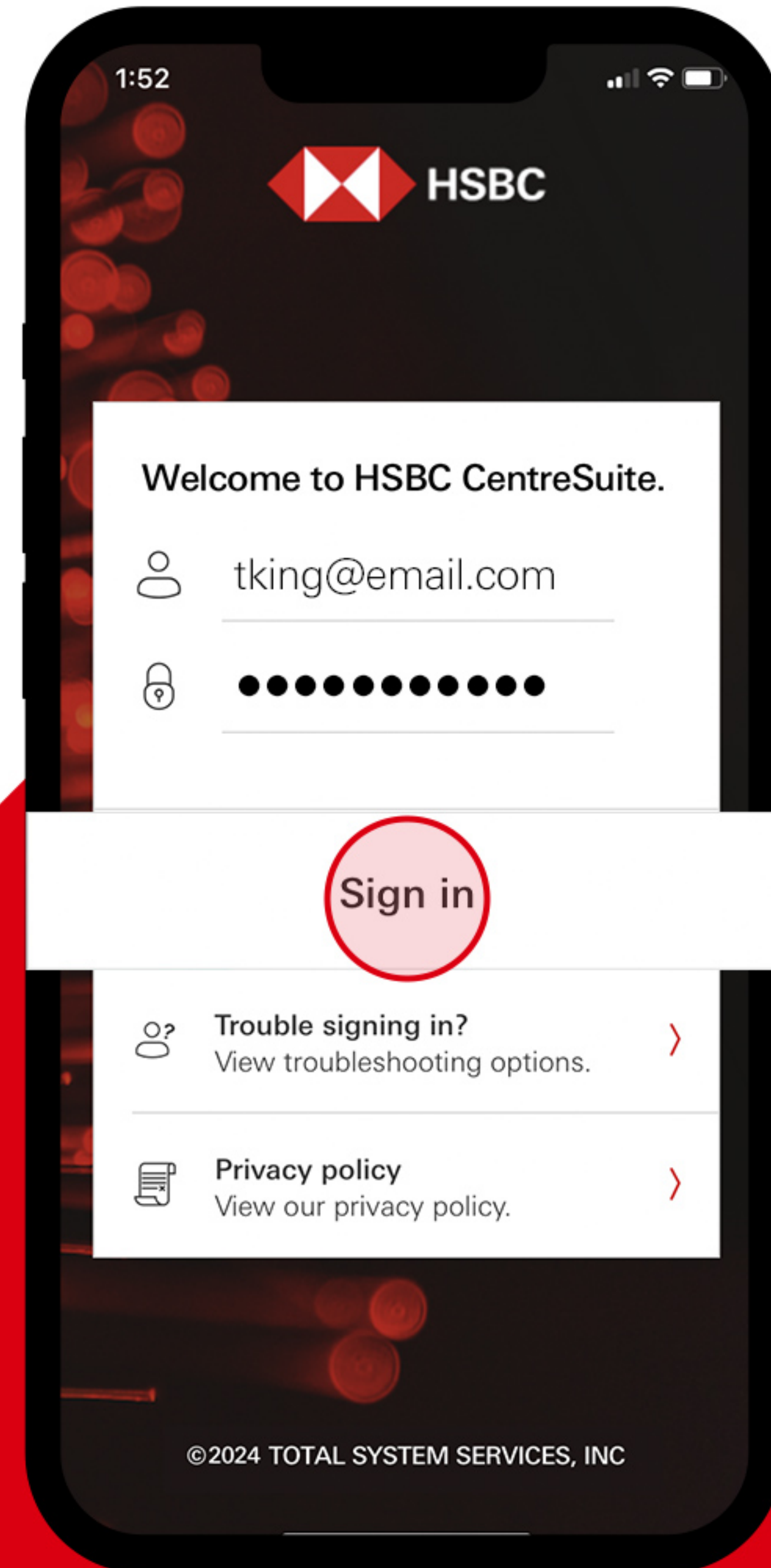


Open the HSBC CentreSuite  
Mobile app on your phone

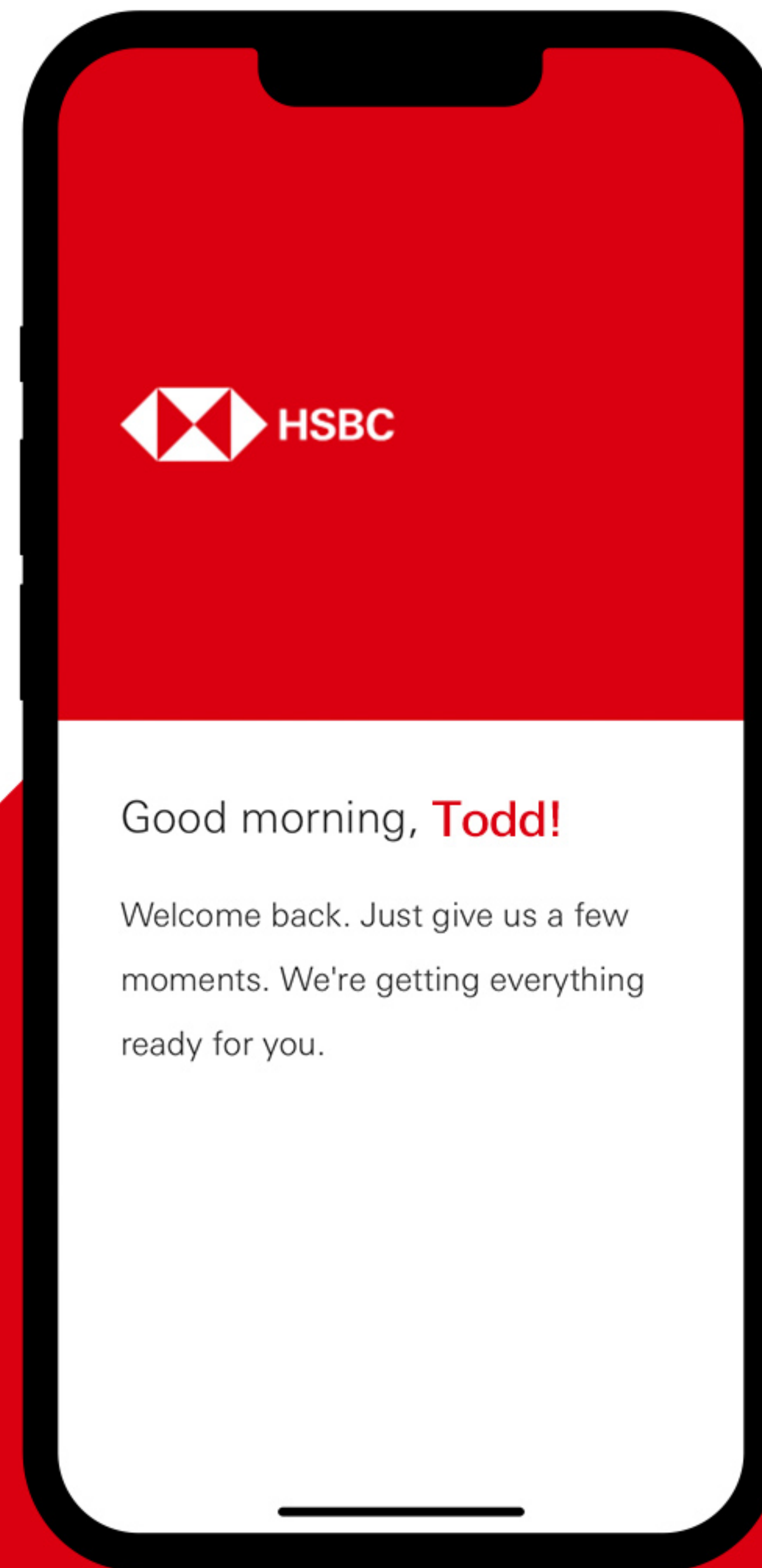
Enter your CentreSuite  
username and password

Tap sign in\*

\*First time mobile login will trigger  
a one-time passcode

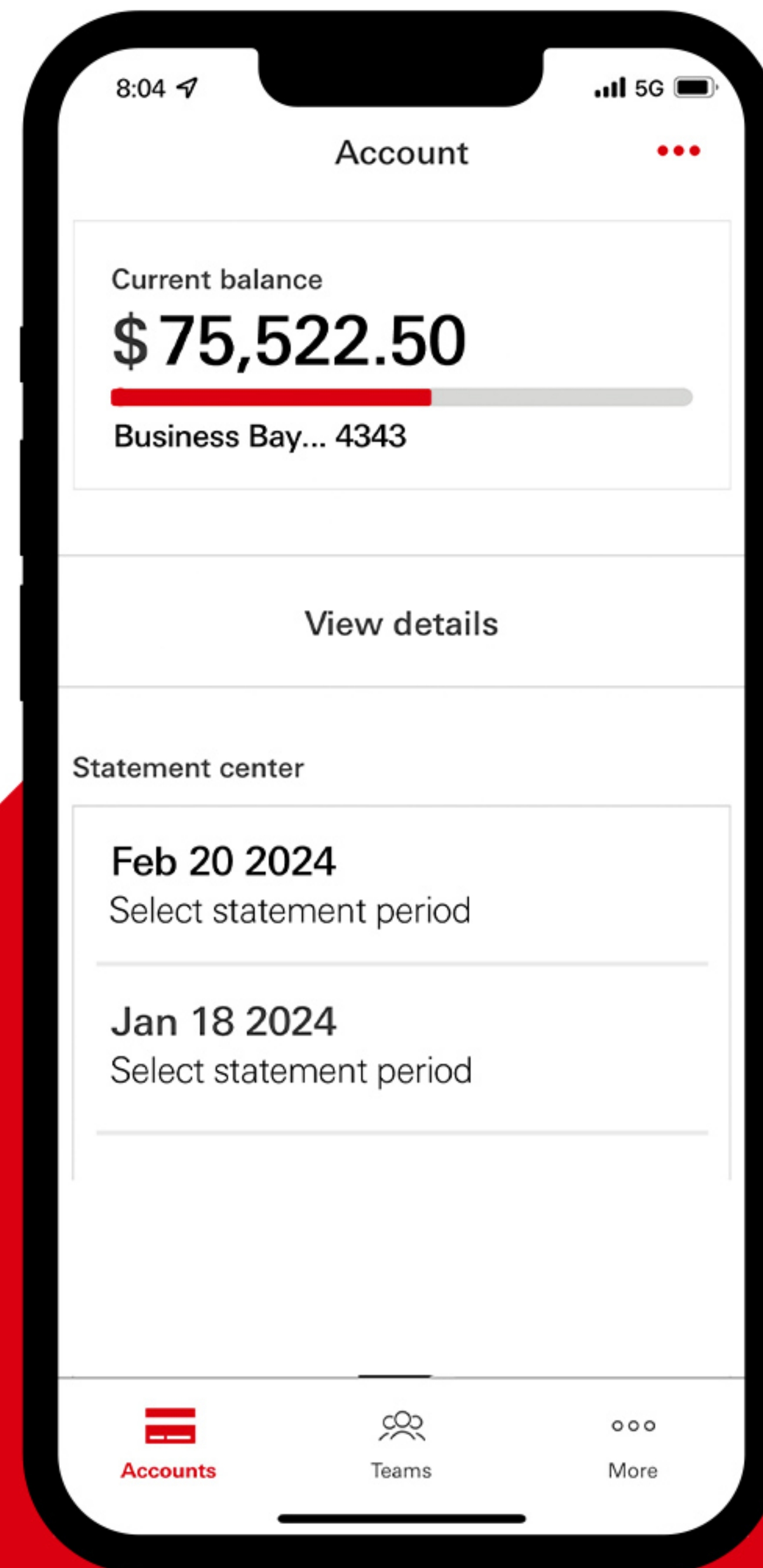


Welcome to your new  
mobile commercial cards  
management experience!



## How to:

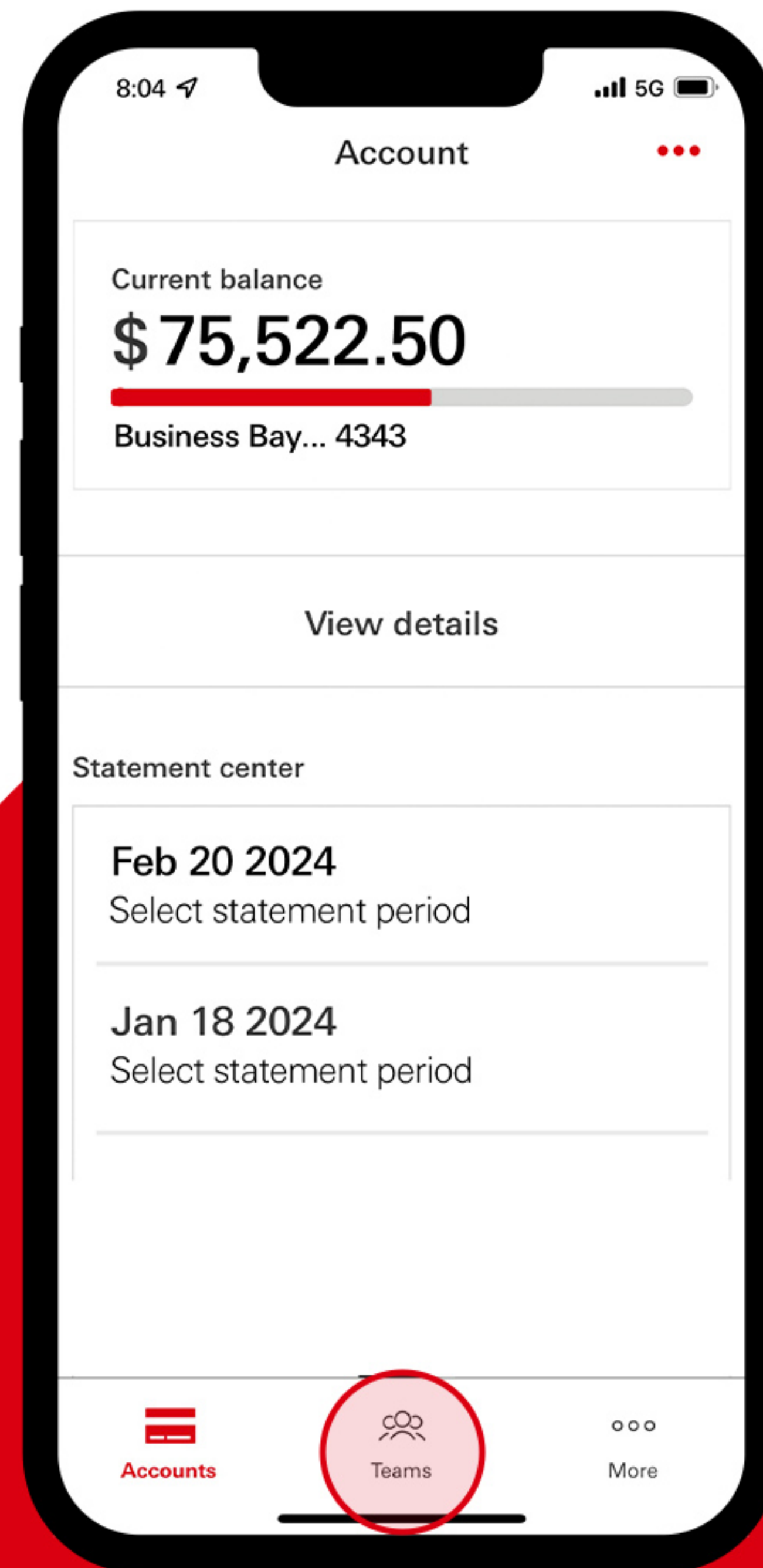
1. Sign in
2. Manage teams
3. View accounts & statements
4. Make payments





## Manage teams

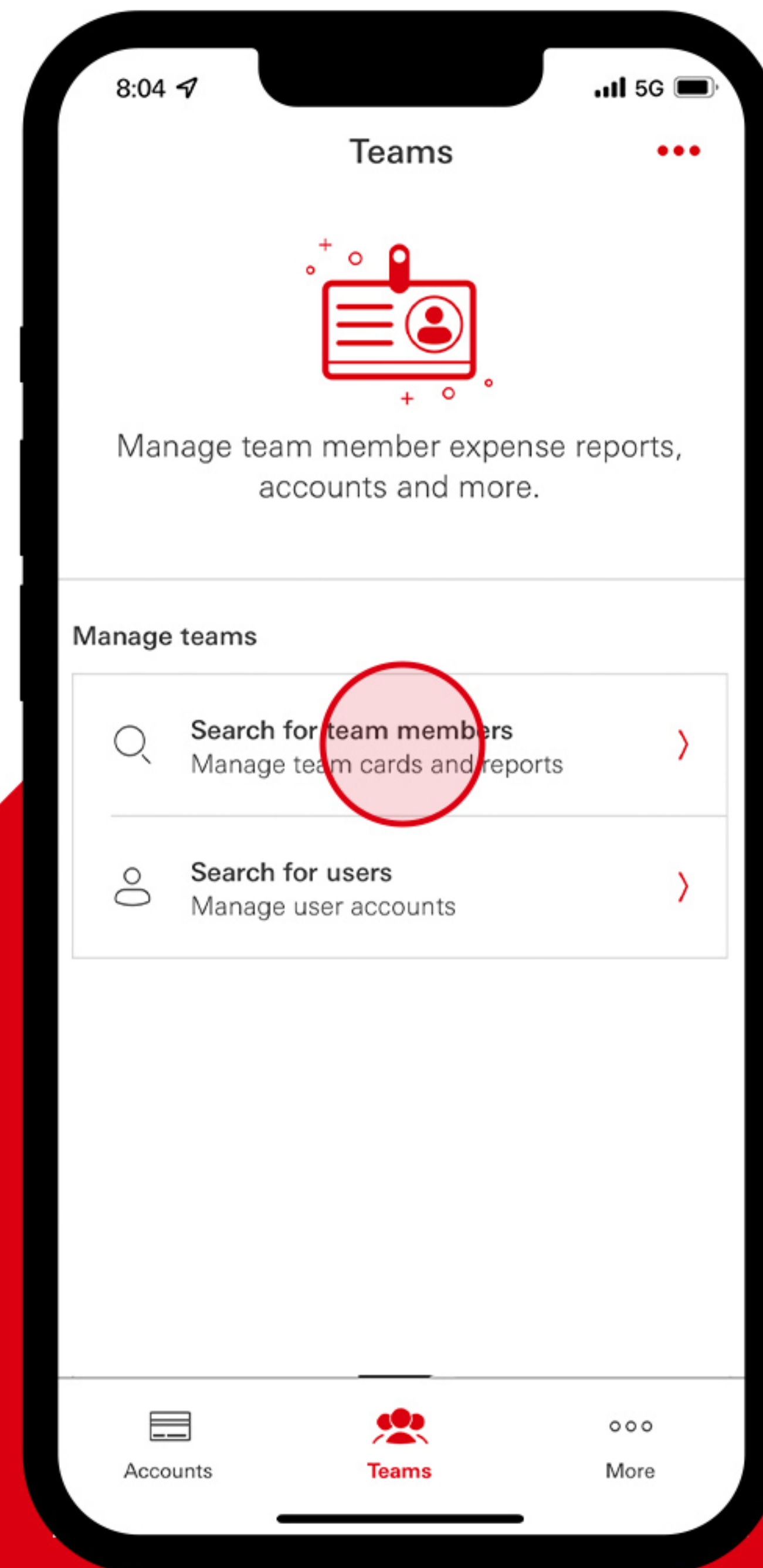
Select the Teams tab at the bottom of the screen



## Manage teams

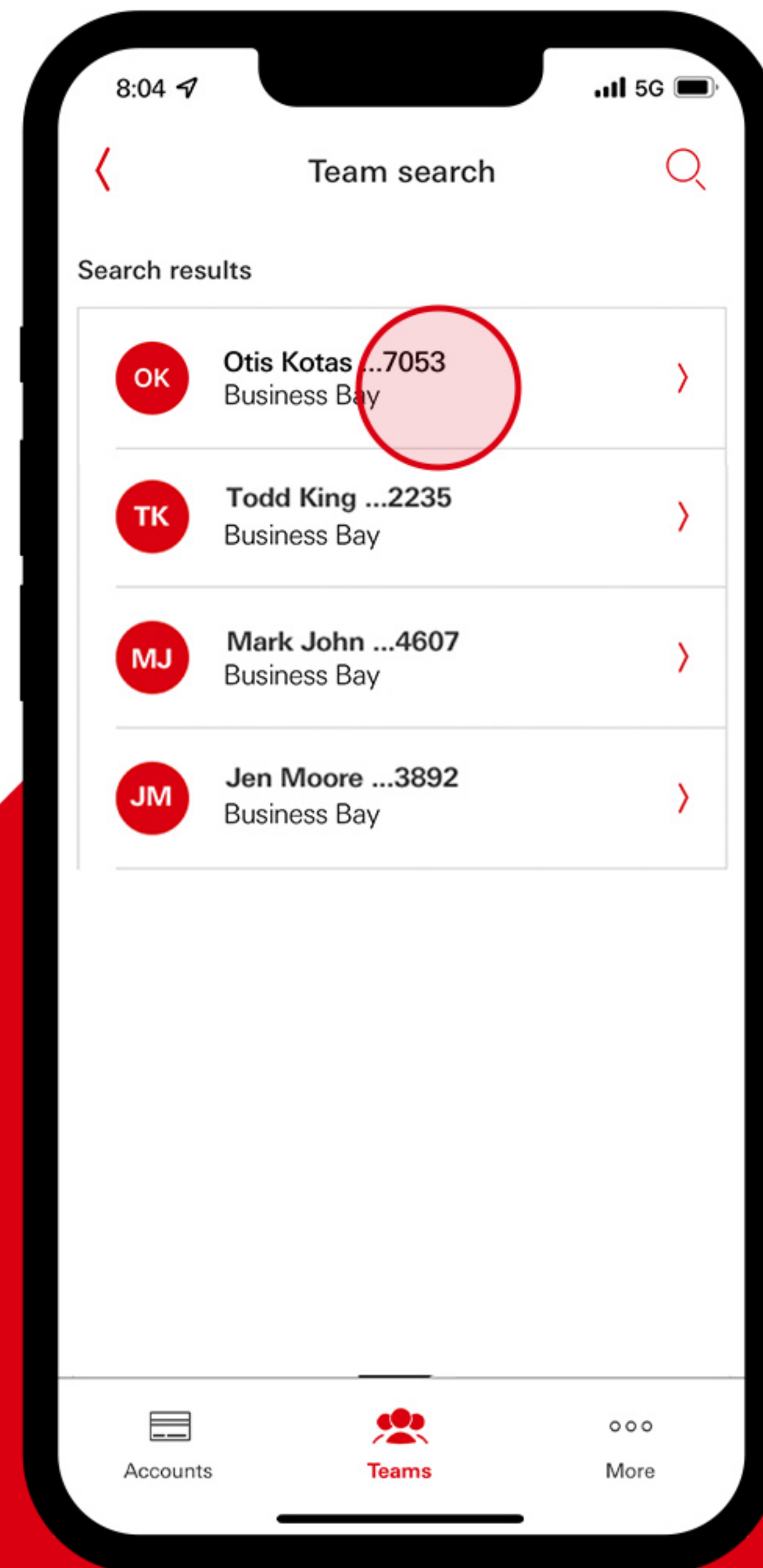
Select the Teams tab at the bottom of the screen

Select Search for team members



## Manage teams

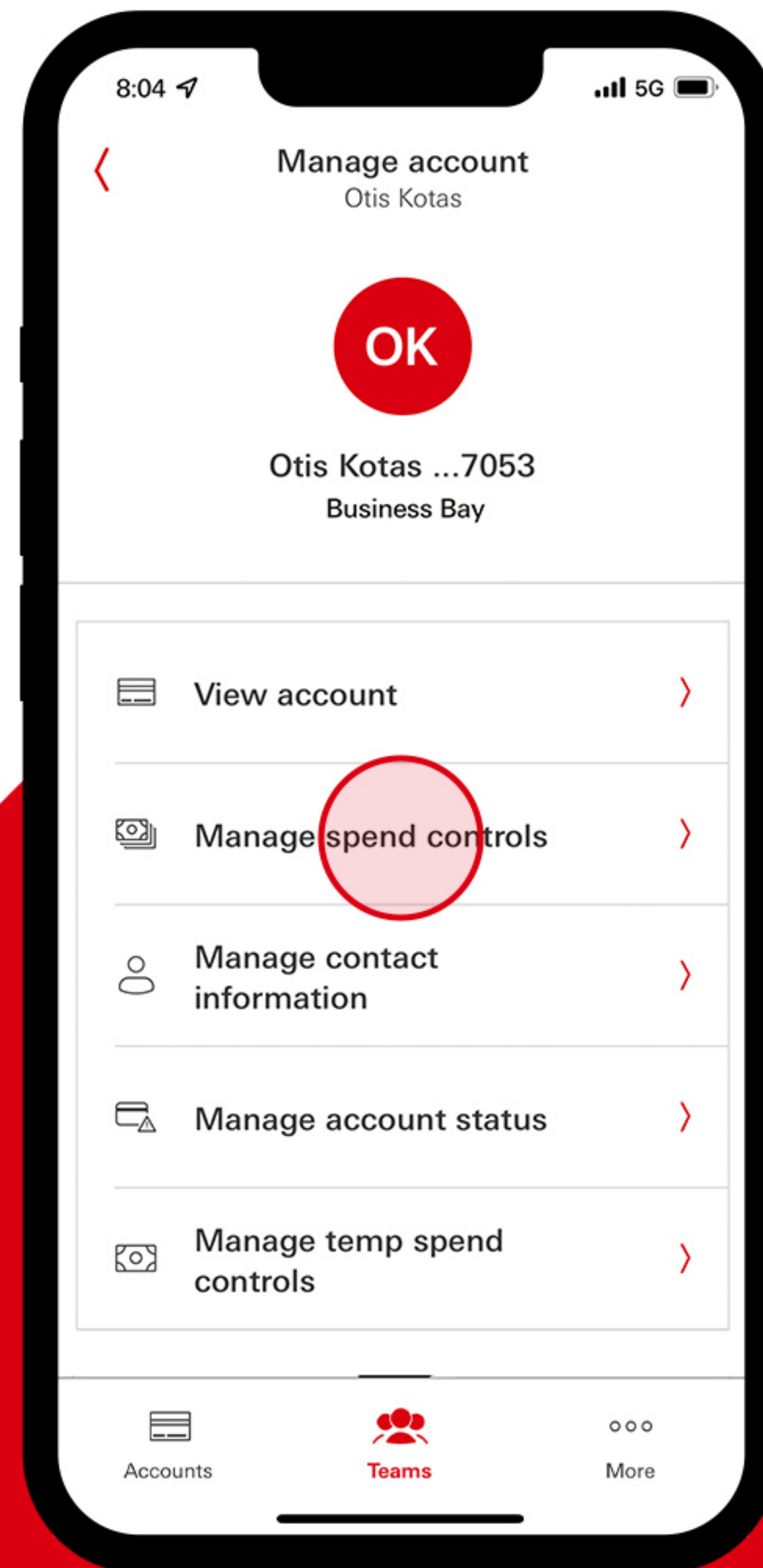
Choose a member of your team  
you'd like to view



## Manage teams

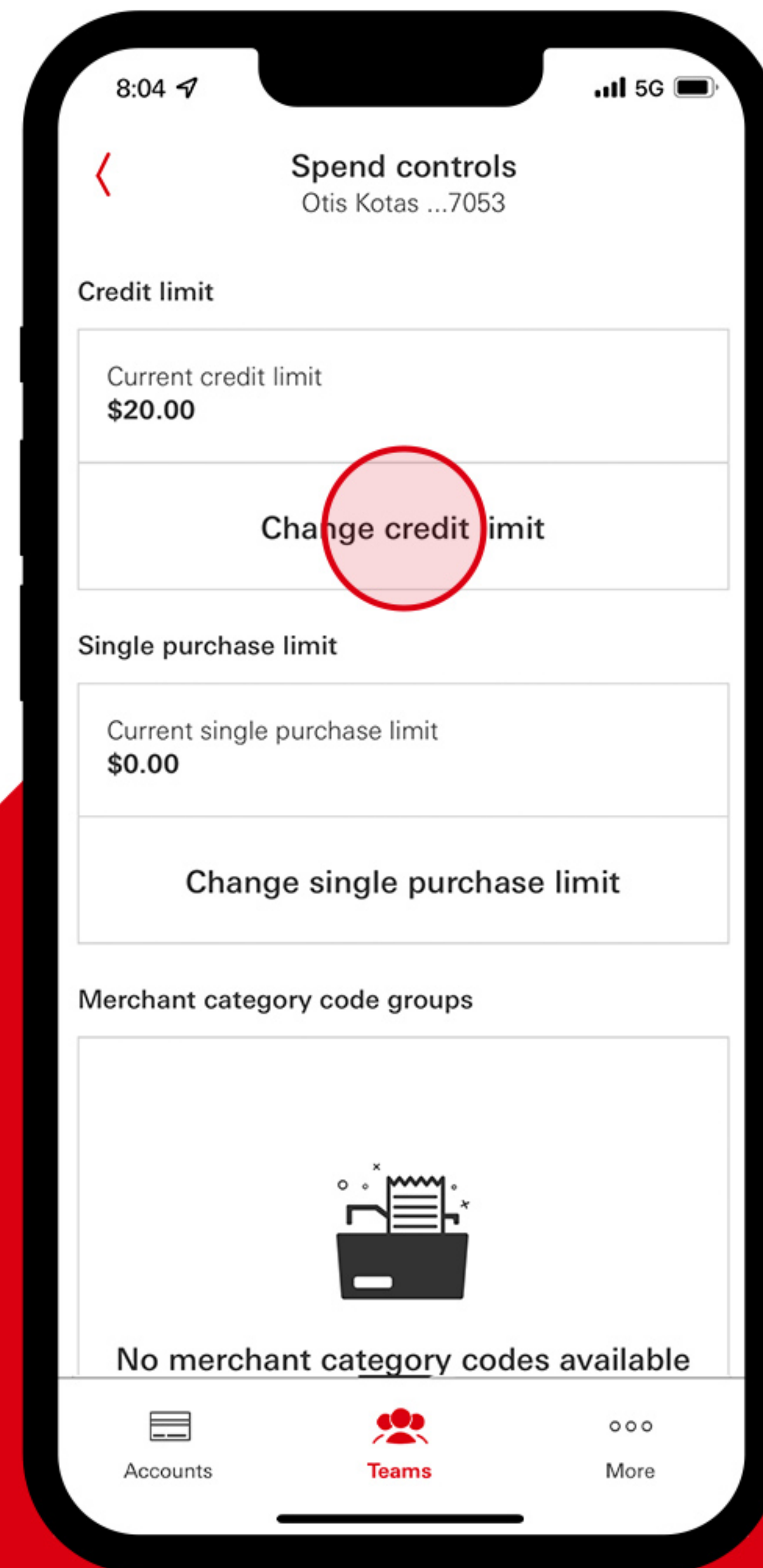
Choose a member of your team  
you'd like to view

Select Manage spend controls



## Manage teams

From here you can either change their credit limit, or their single purchase limit

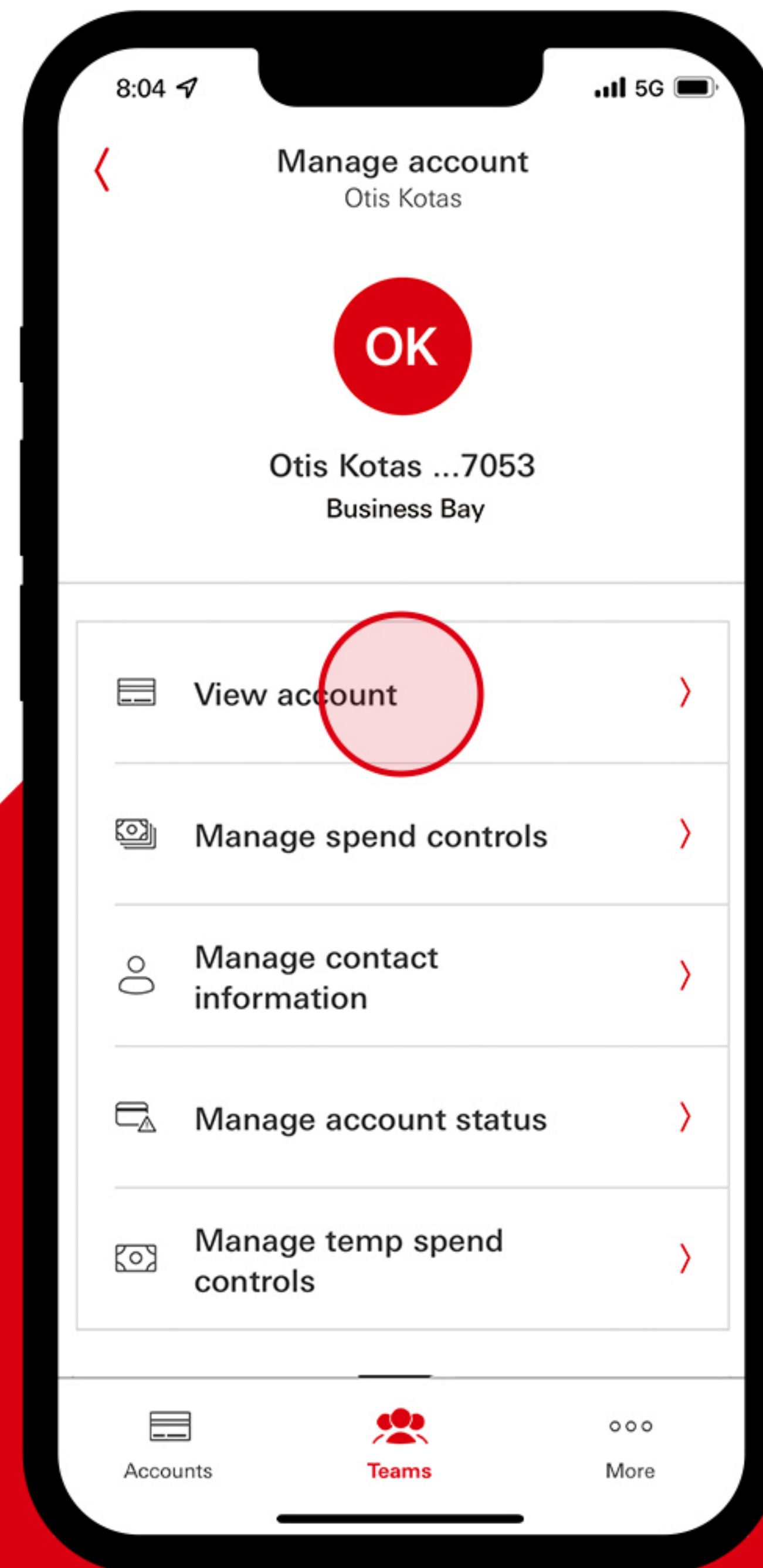


## Manage teams

Choose a member of your team you'd like to view

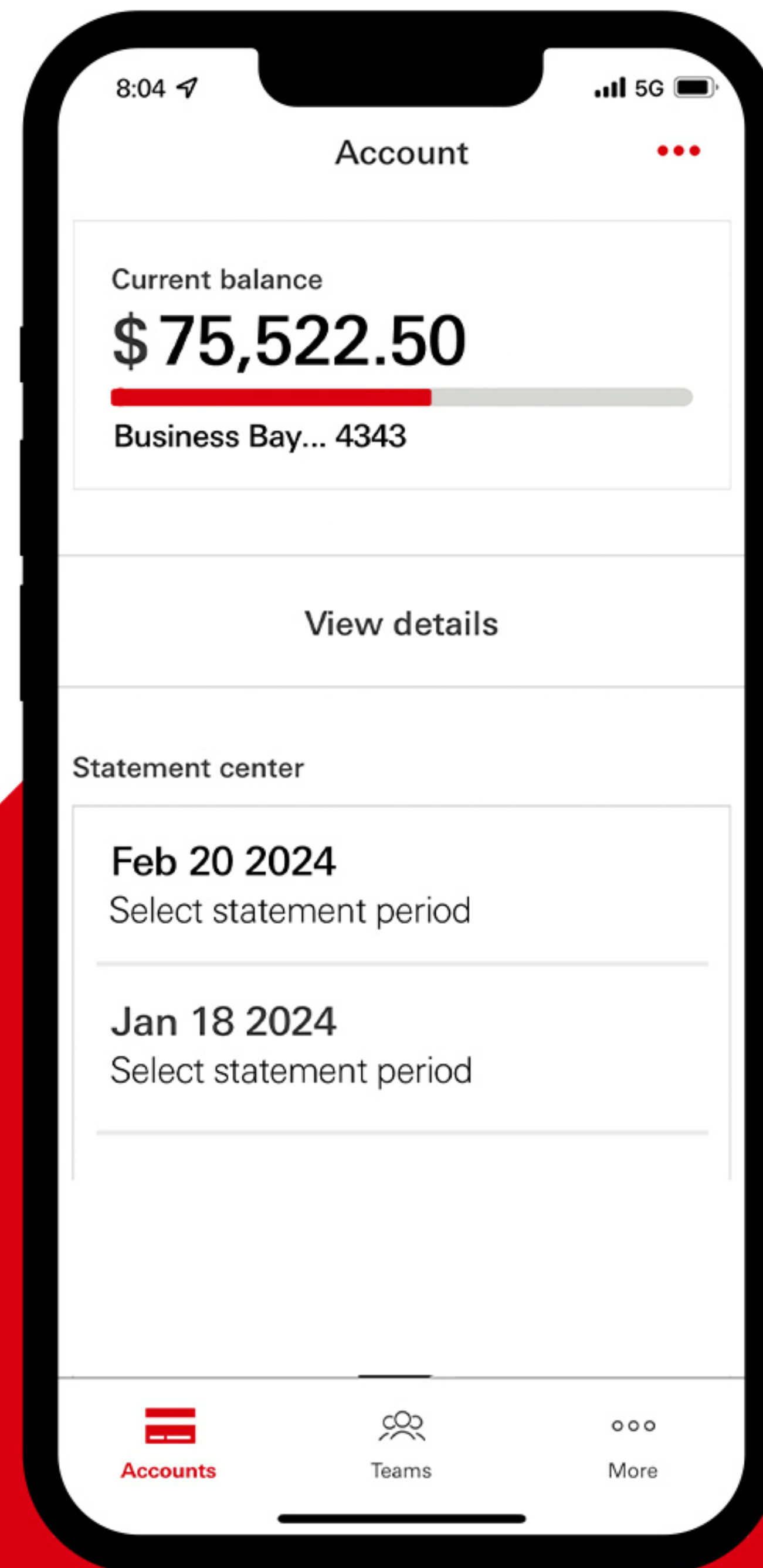
Select View account

From here you can view team member account details



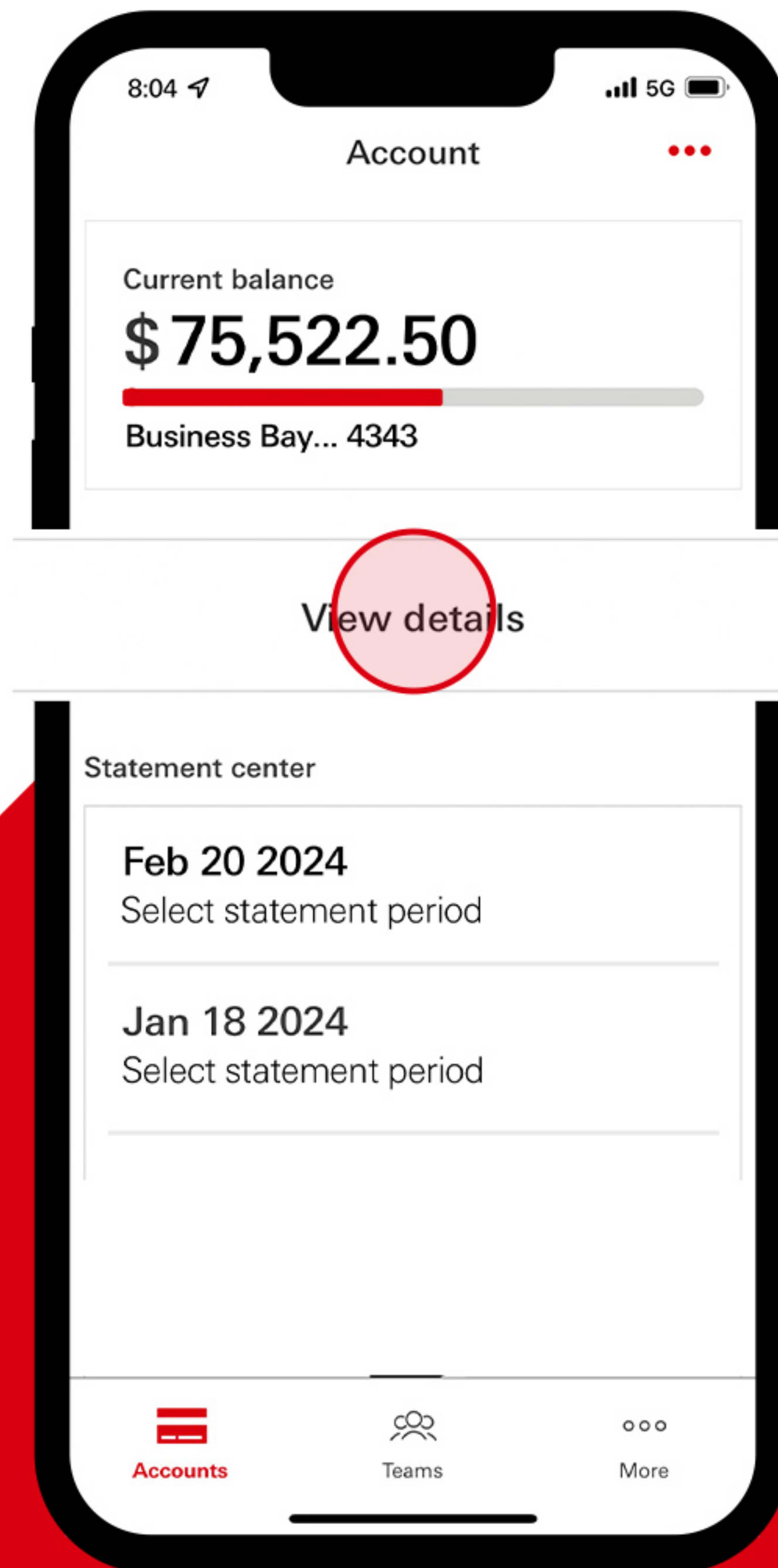
## How to:

1. Sign in
2. Manage teams
3. View accounts & statements
4. Make payments



## View accounts

From the Accounts tab,  
select view details

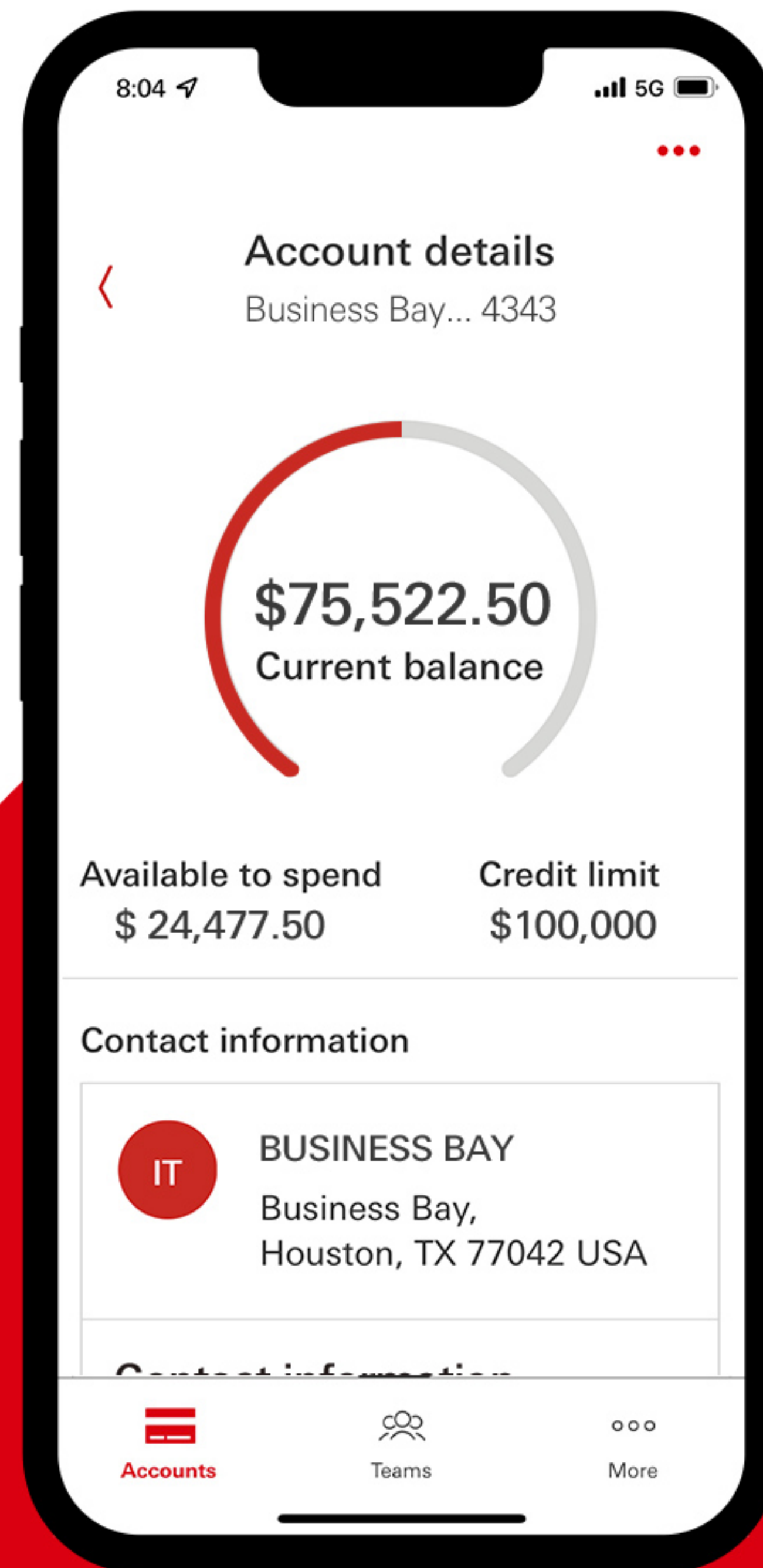




## View accounts

From the Accounts tab,  
select view details

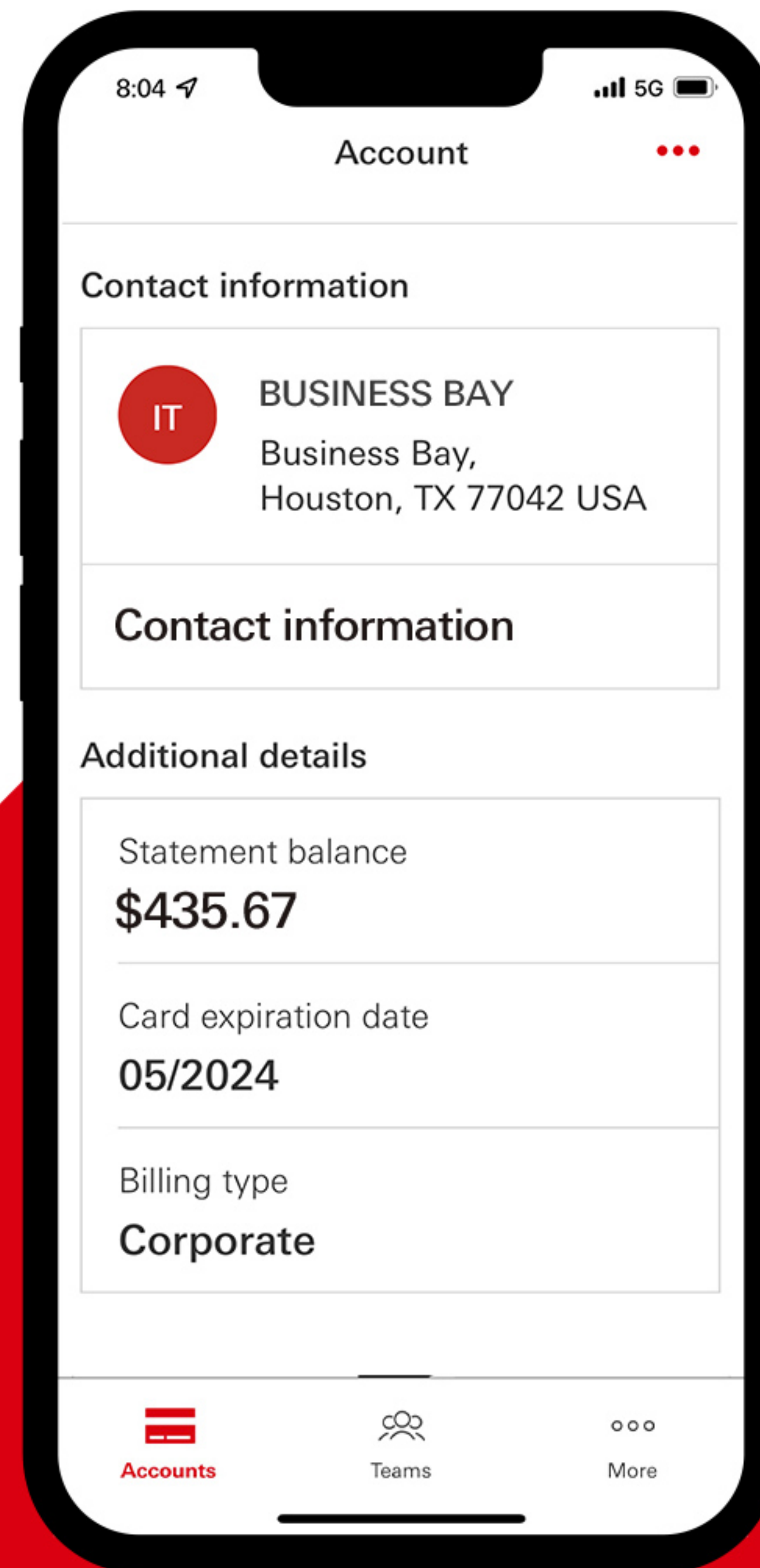
View Current balance,  
Credit limit and Contact  
information



## View accounts

From the Accounts tab,  
select view details

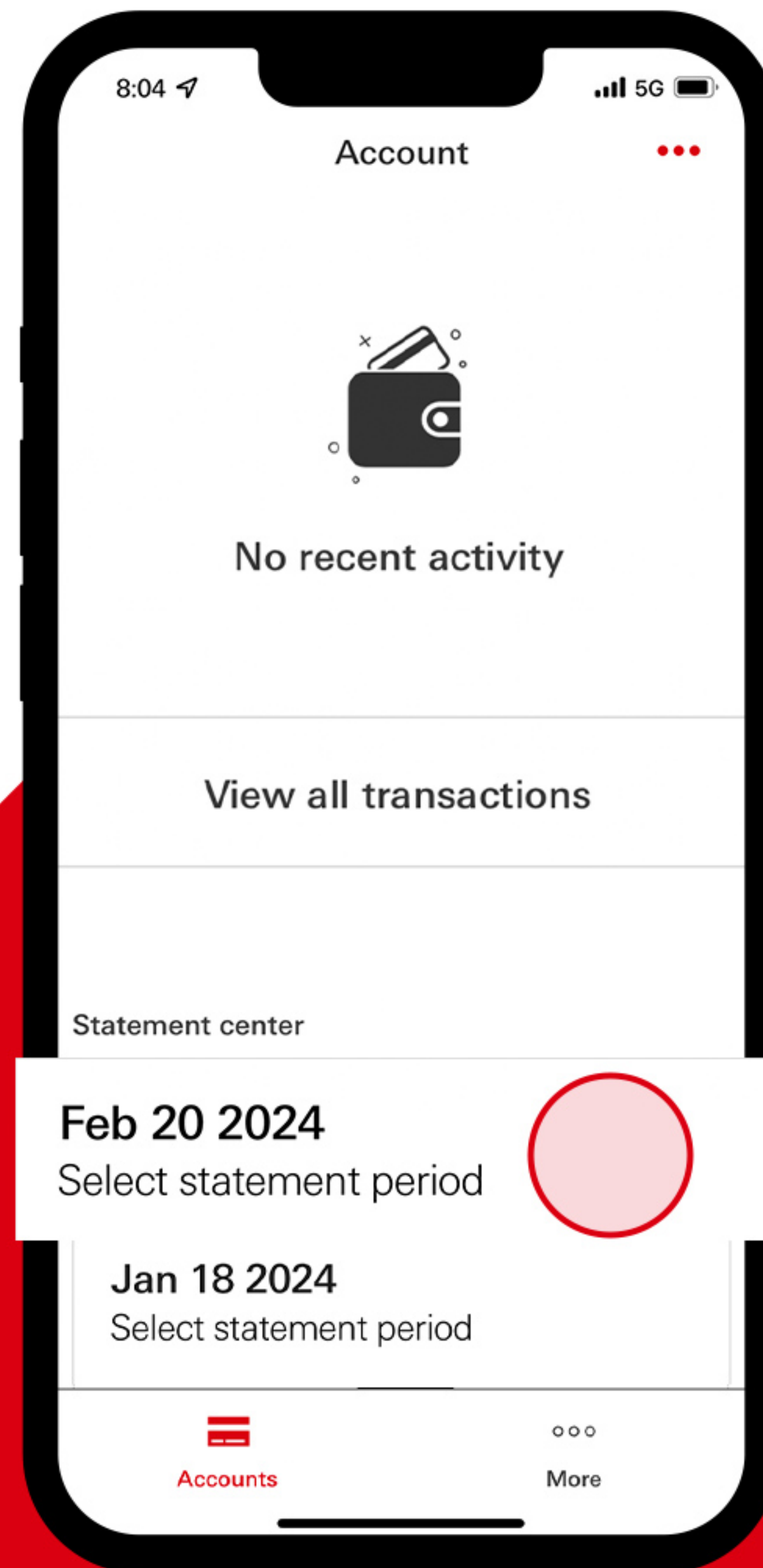
Scroll down to view  
additional details



## View statements

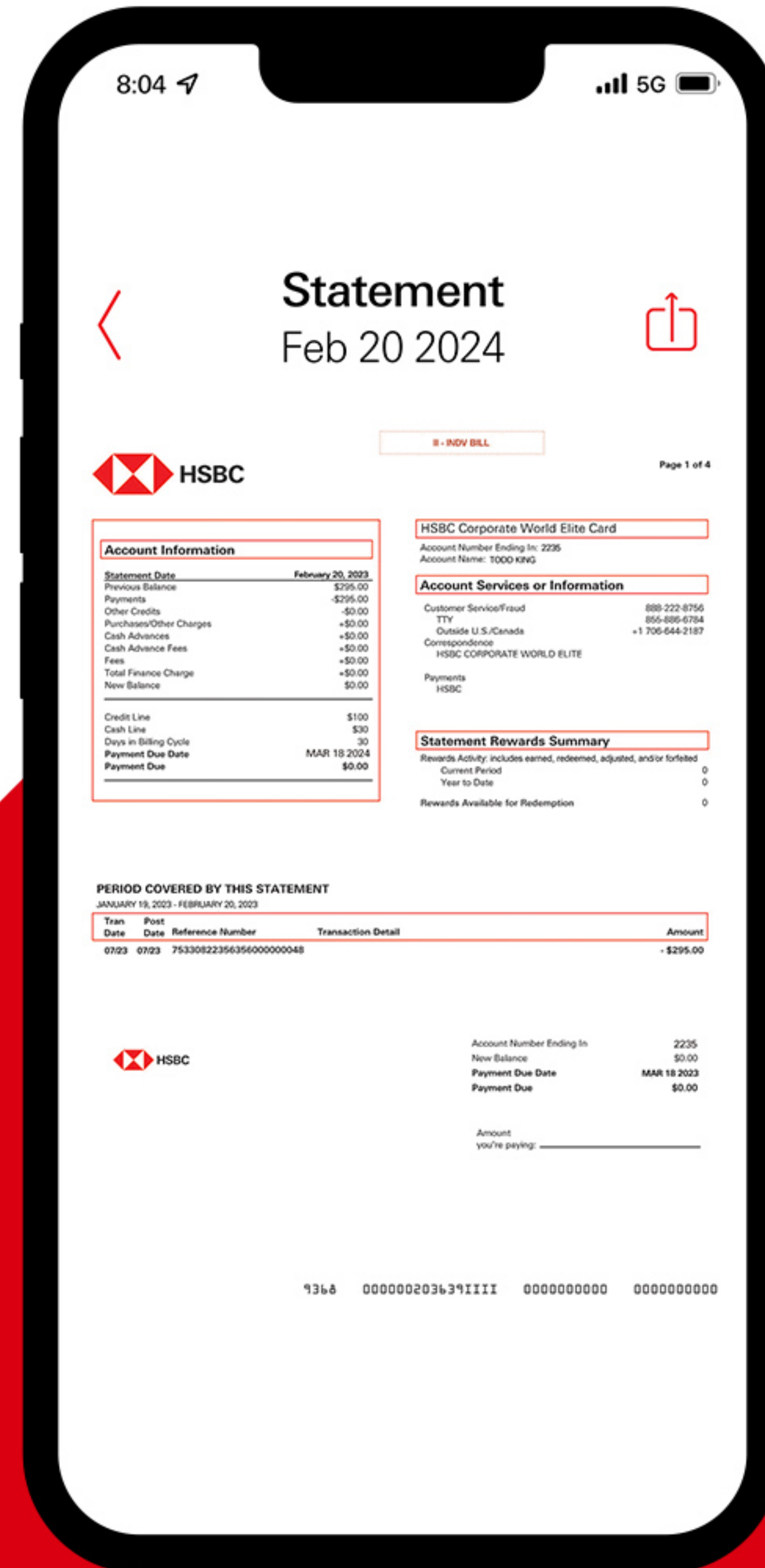
From the Accounts tab, scroll down to the Statement center section

Tap the statement you'd like to view



# View statements

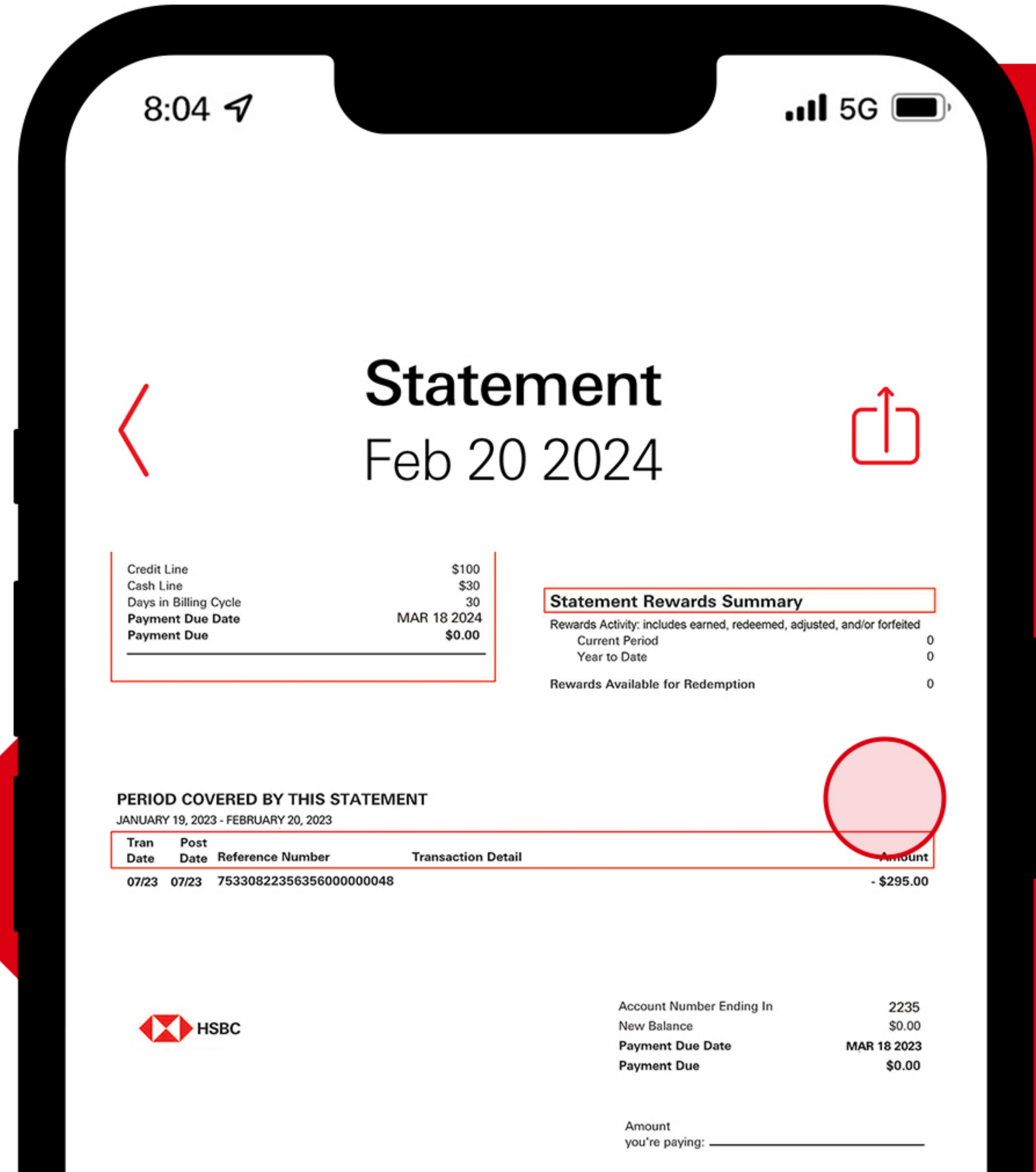
Your statement is now ready to view



## View statements

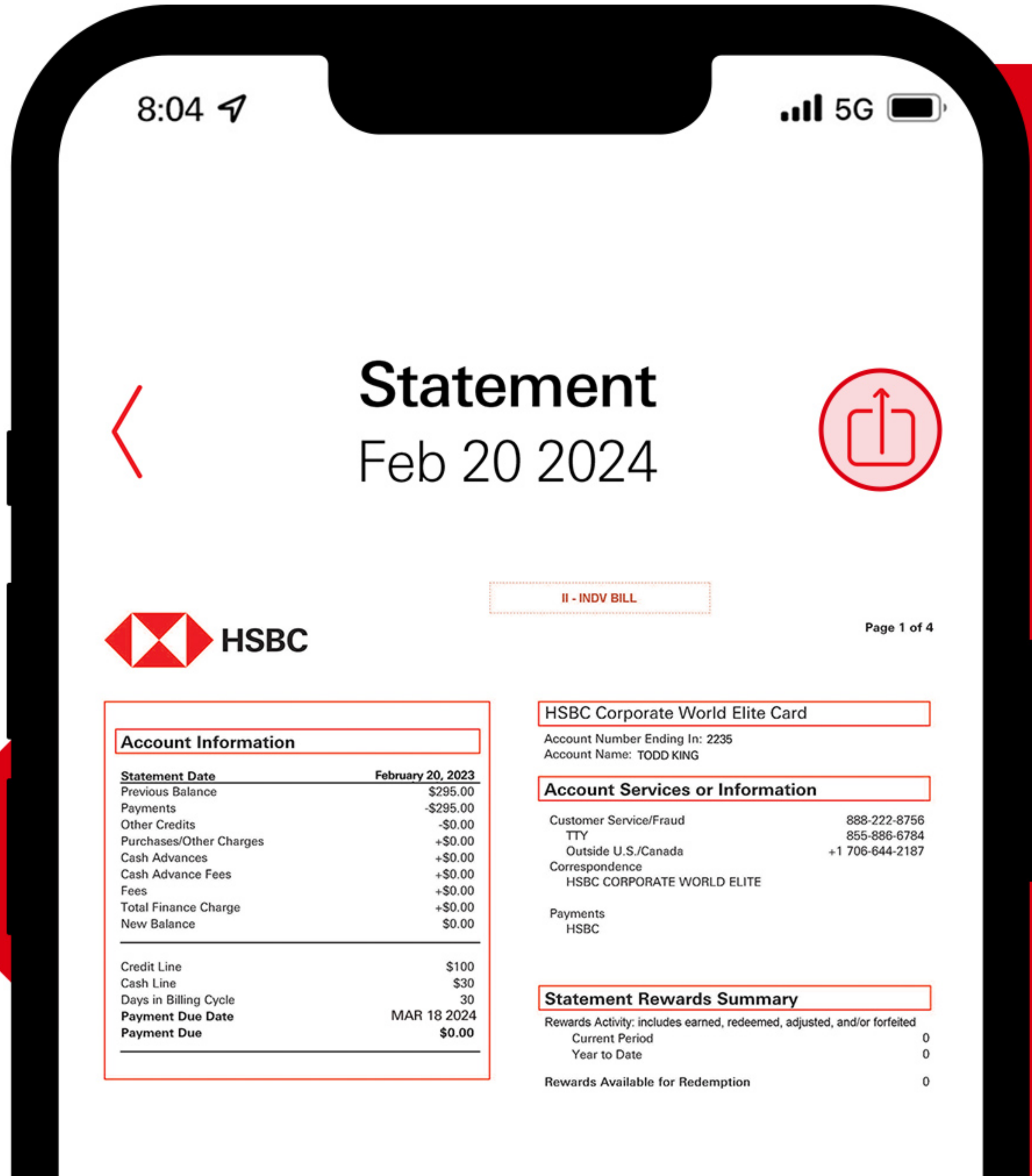
Your statement is now ready to view

Pinch to zoom, or scroll to view more if needed



## View statements

To save or share your statement, tap the icon in the top right corner



8:04

5G

# Statement

Feb 20 2024



II - INDV BILL

Page 1 of 4



### Account Information

Statement Date	February 20, 2023
Previous Balance	\$295.00
Payments	-\$295.00
Other Credits	-\$0.00
Purchases/Other Charges	+\$0.00
Cash Advances	+\$0.00
Cash Advance Fees	+\$0.00
Fees	+\$0.00
Total Finance Charge	+\$0.00
New Balance	\$0.00

Credit Line	\$100
Cash Line	\$30
Days in Billing Cycle	30
Payment Due Date	MAR 18 2024
Payment Due	\$0.00

### HSBC Corporate World Elite Card

Account Number Ending In: 2235  
Account Name: TODD KING

### Account Services or Information

Customer Service/Fraud 888-222-8756  
TTY 855-886-6784  
Outside U.S./Canada +1 706-644-2187

Correspondence  
HSBC CORPORATE WORLD ELITE

Payments  
HSBC

### Statement Rewards Summary

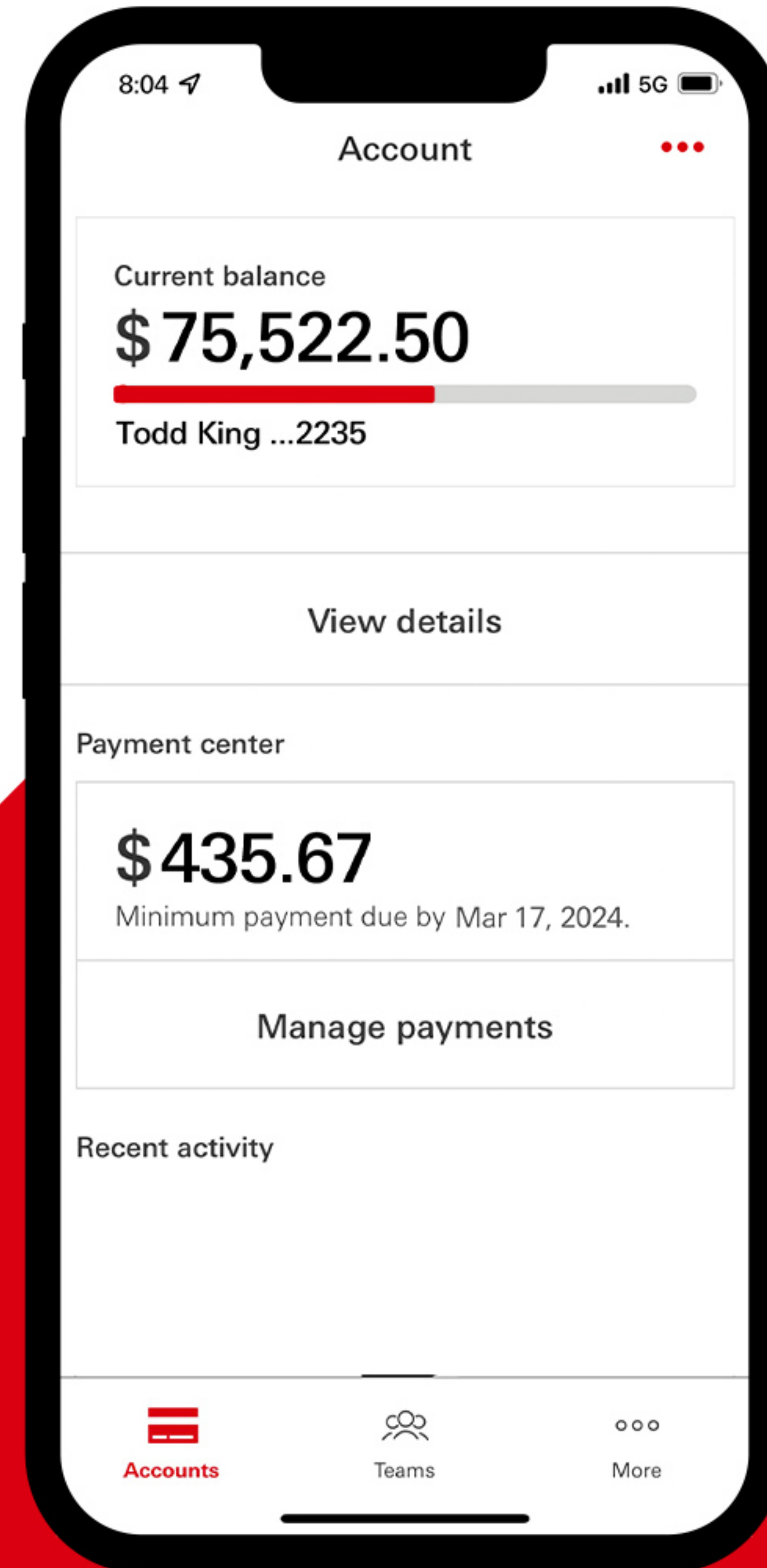
Rewards Activity: includes earned, redeemed, adjusted, and/or forfeited

Current Period	0
Year to Date	0
Rewards Available for Redemption	0

## How to:

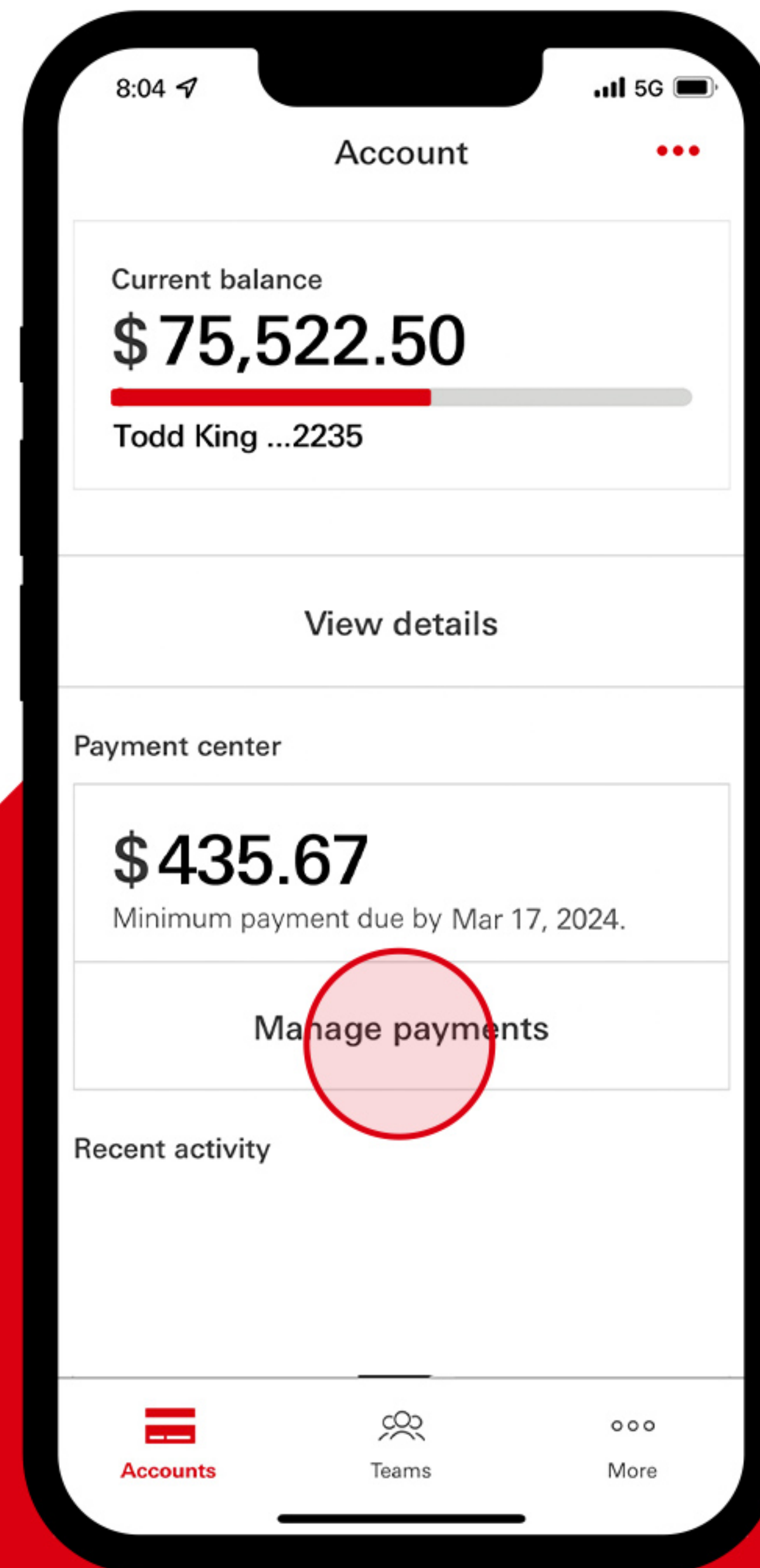
1. Sign in
2. Manage teams
3. View accounts & statements
4. Make payments\*

\*Program Admins can make payments for Corporate Bill programs, while Cardholders can make payments for Individual Bill programs



## Setup account for payment

From the Accounts tab,  
select manage payments

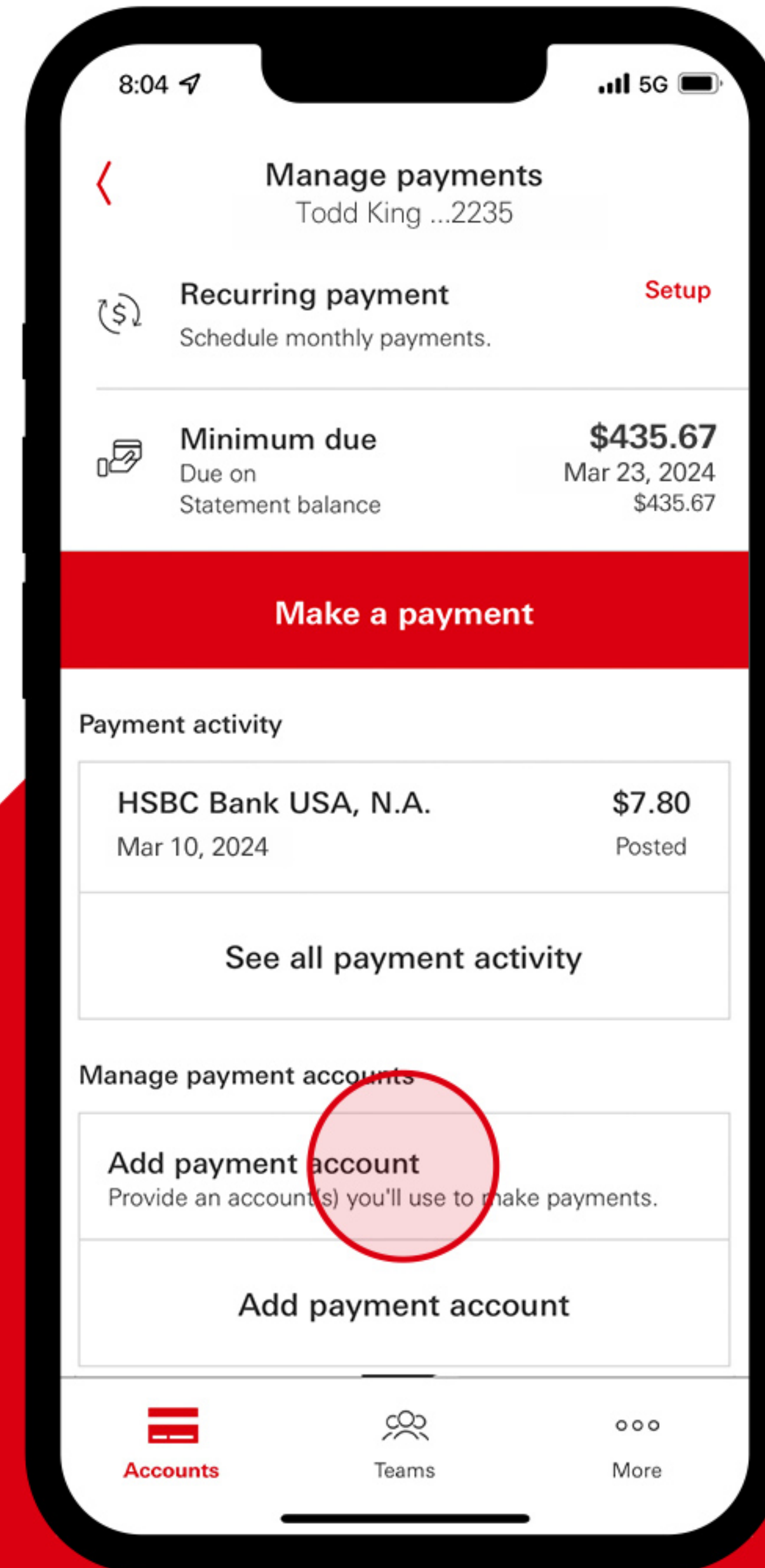




## Setup account for payment

From the Accounts tab,  
select manage payments

Select Add payment account



## Setup account for payment

Select Account type, and fill in the account fields

8:04 5G

Cancel Add account Done

Create a new payment account.

Bank country\*  
United States

Account type\*  
Select Account type

Business account\*\* Yes No

Account number\*  
Enter account number

Routing number\*  
Enter routing number

Account nickname\*  
Enter account nickname

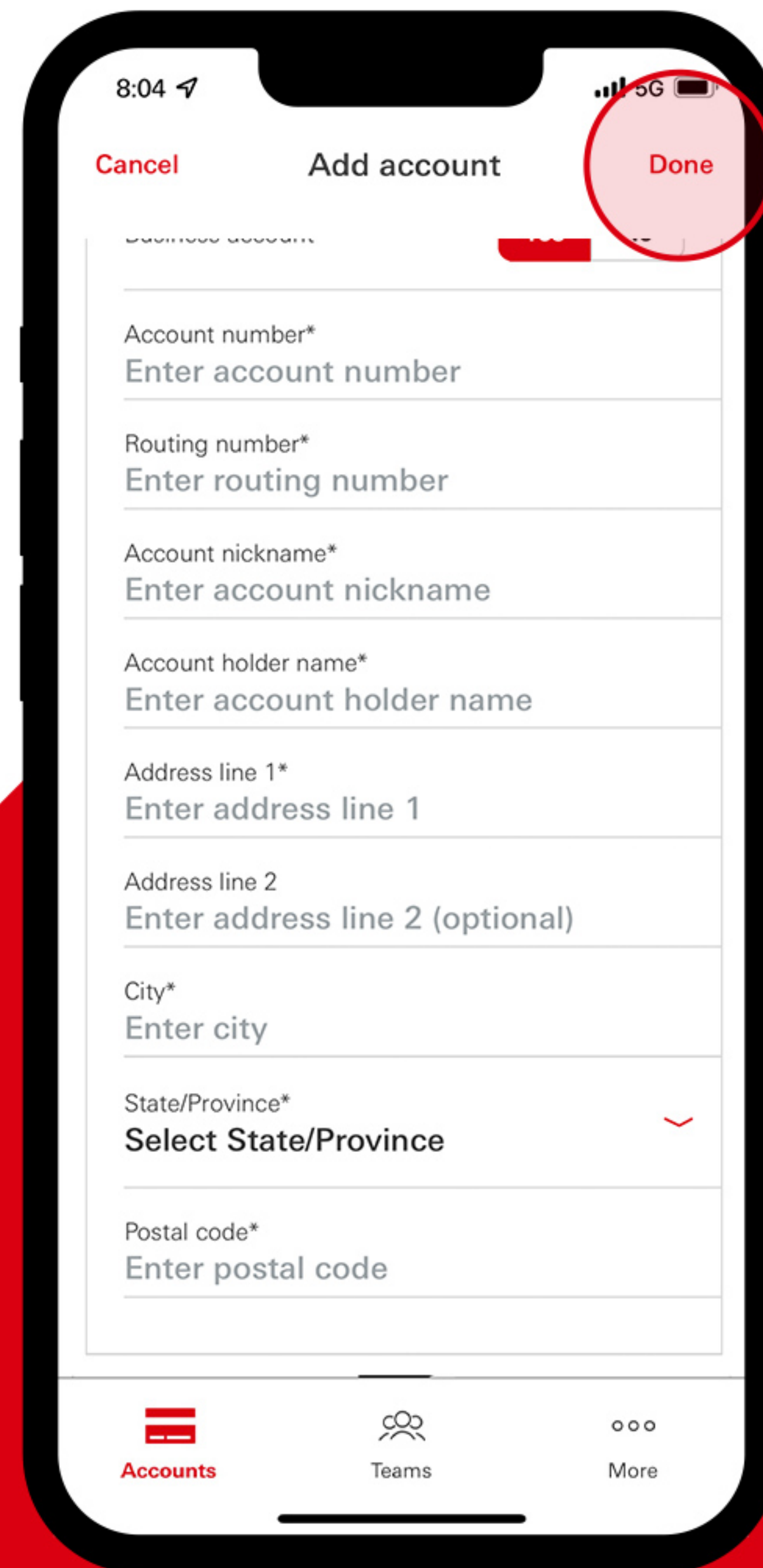
Account holder name\*  
Enter account holder name

Accounts Teams More

## Setup account for payment

Select Account type, and fill in the account fields

Tap Done when you're finished



8:04 5G

Cancel Add account Done

Business account

Account number\*  
Enter account number

Routing number\*  
Enter routing number

Account nickname\*  
Enter account nickname

Account holder name\*  
Enter account holder name

Address line 1\*  
Enter address line 1

Address line 2  
Enter address line 2 (optional)

City\*  
Enter city

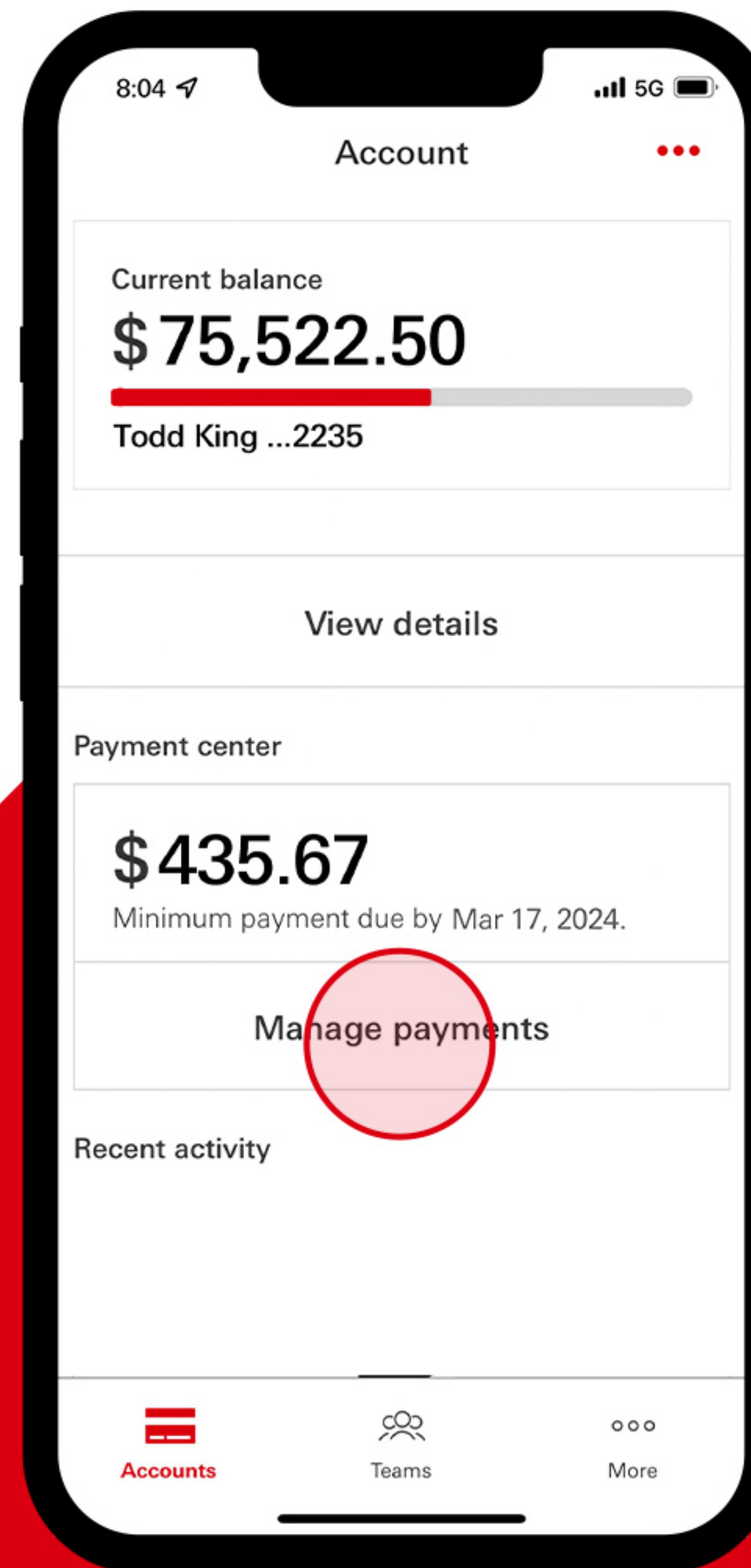
State/Province\*  
Select State/Province

Postal code\*  
Enter postal code

Accounts Teams More

## Making a payment

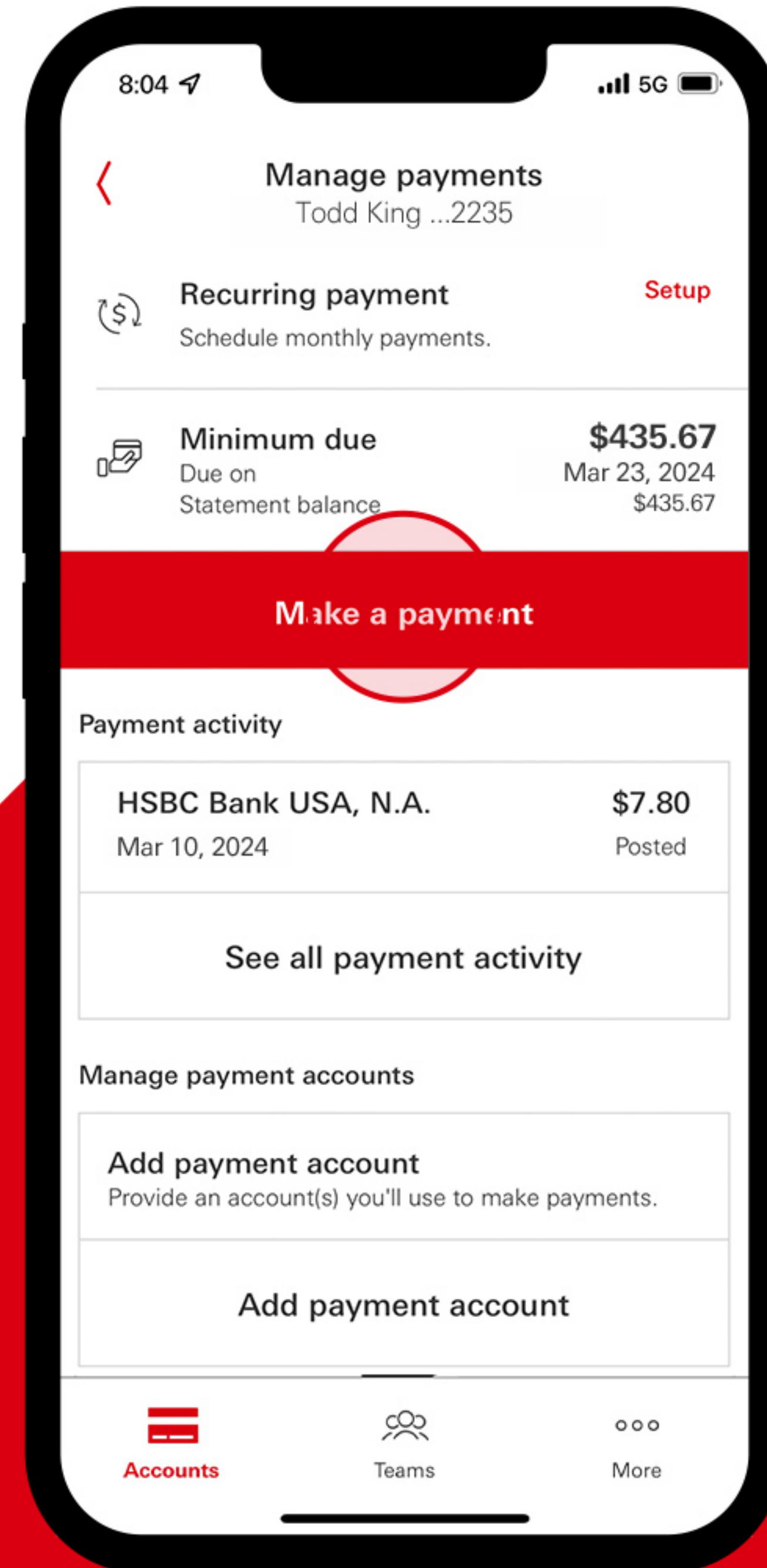
From the Accounts tab,  
select manage payments



## Making a payment

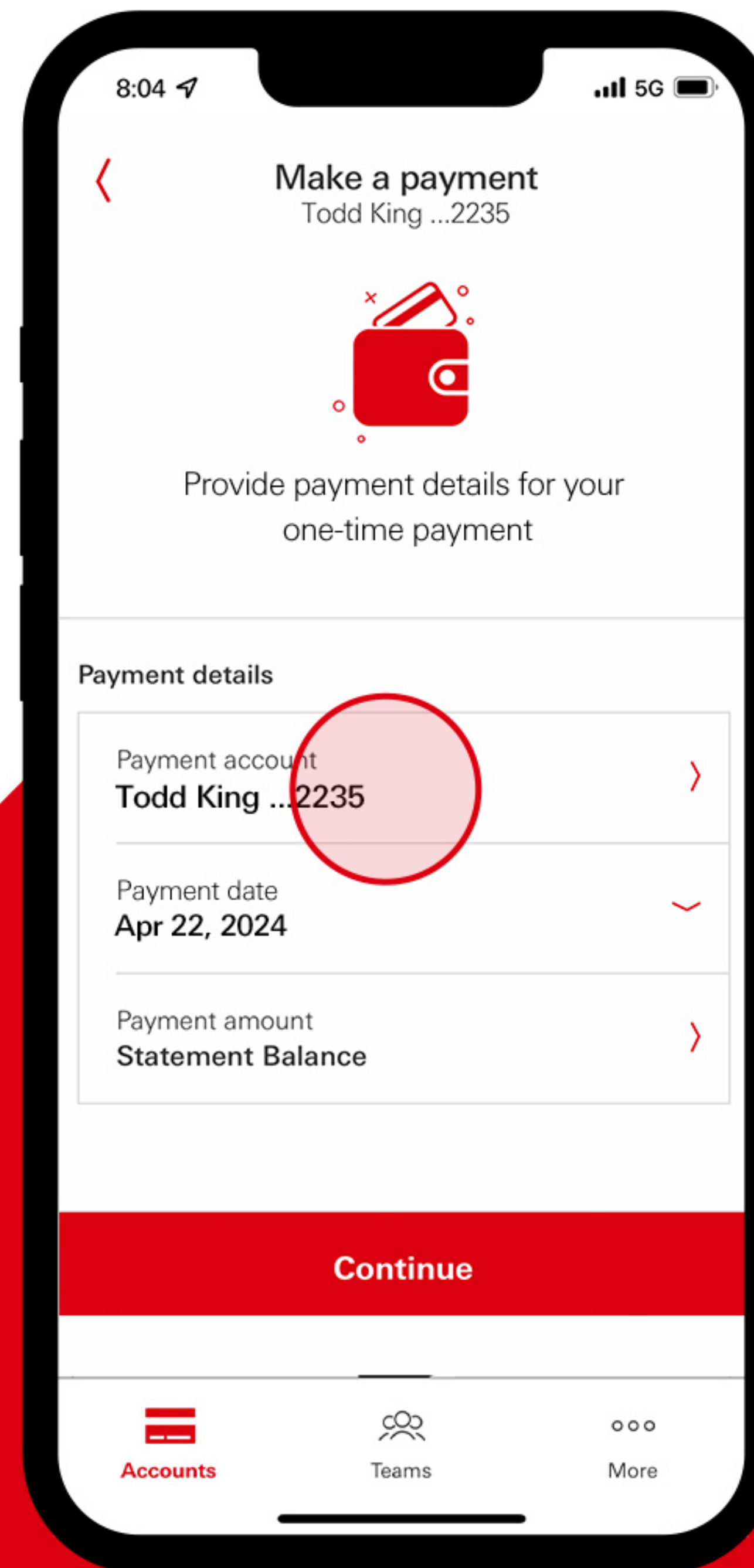
From the Accounts tab,  
select manage payments

Select Make a payment



## Making a payment

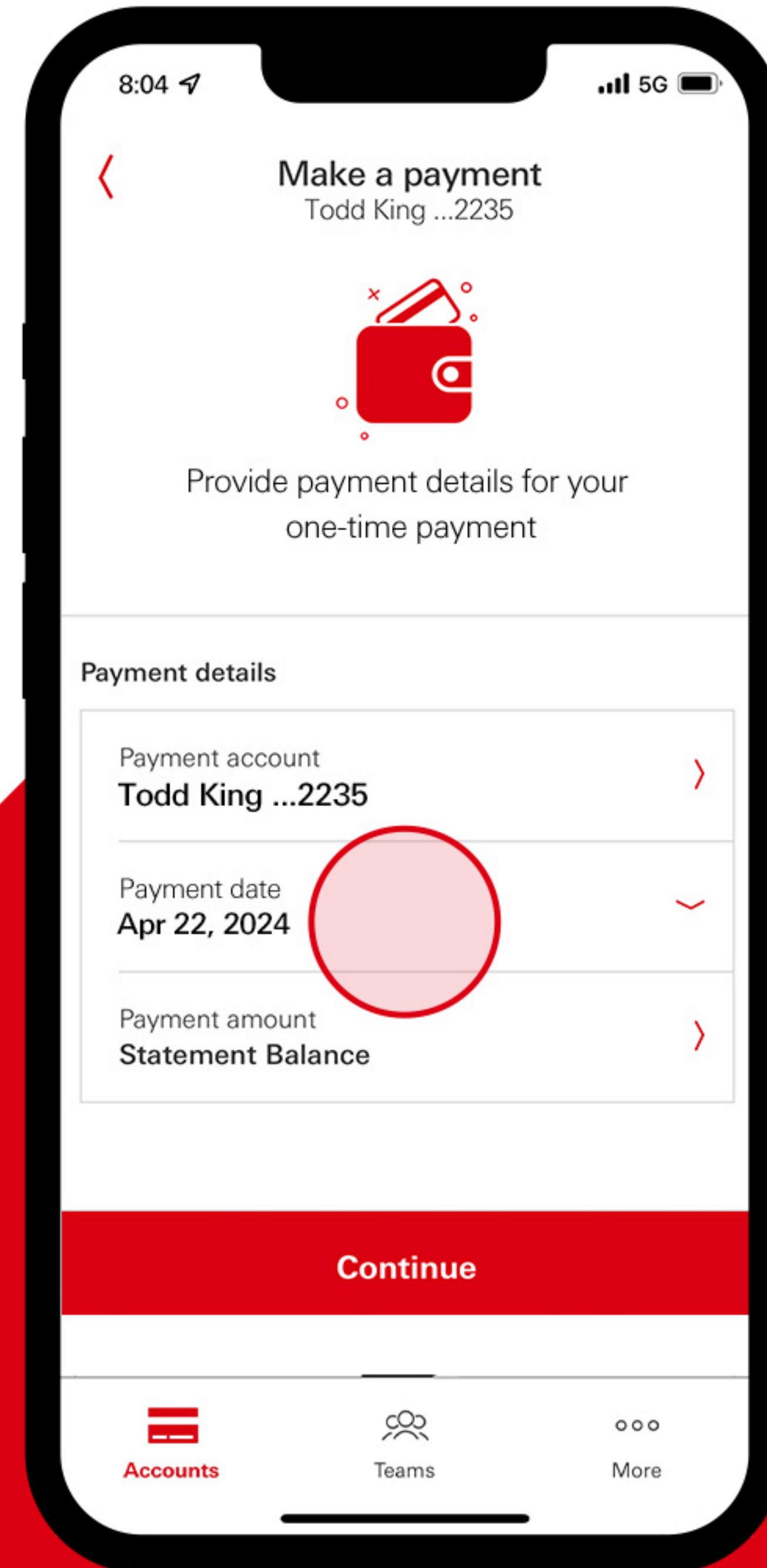
Select the account you would like to make a payment with



## Making a payment

Select the account you would like to make a payment with

Select the payment date

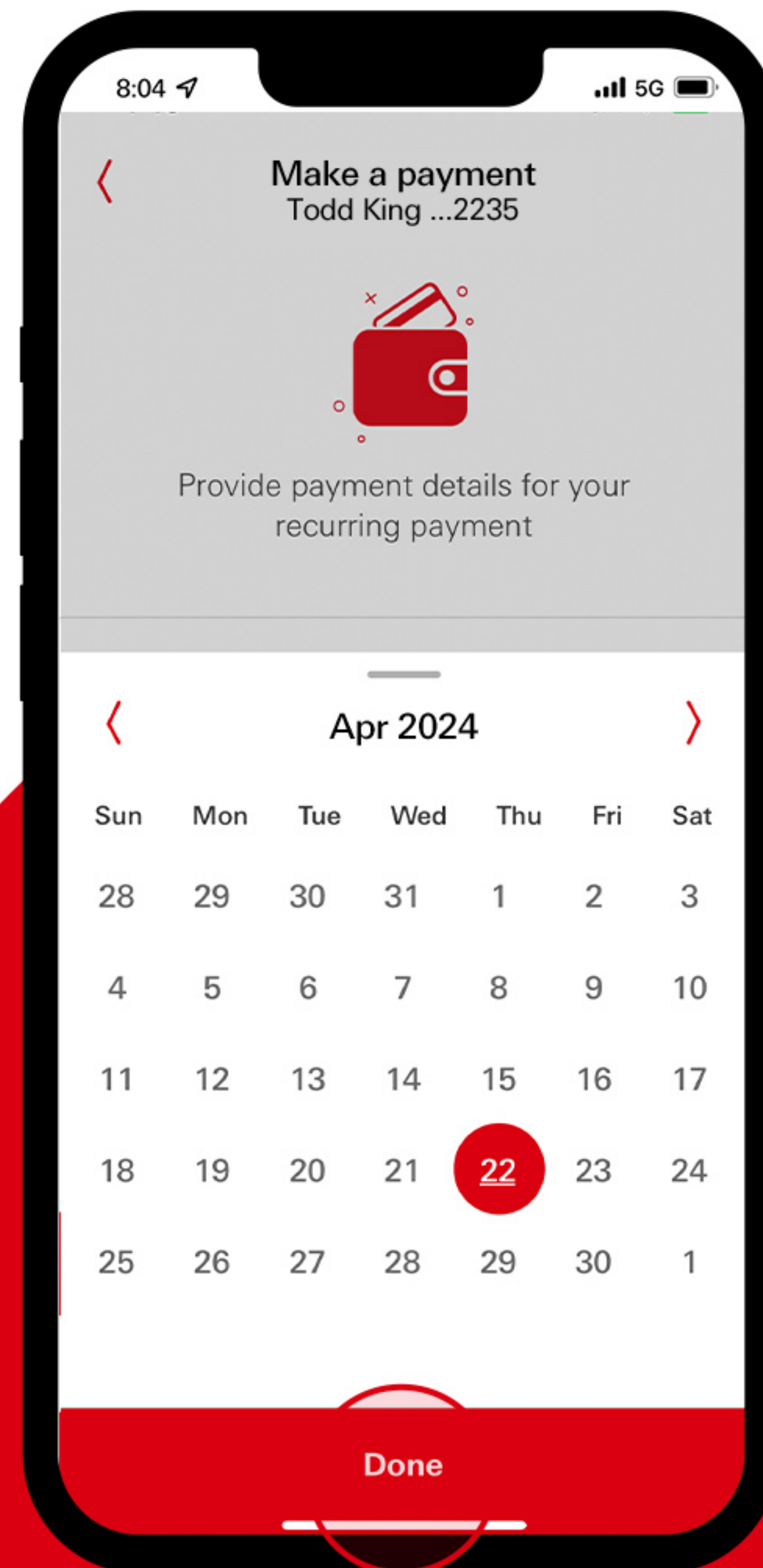


## Making a payment

Select the account you would like to make a payment with

Select the payment date

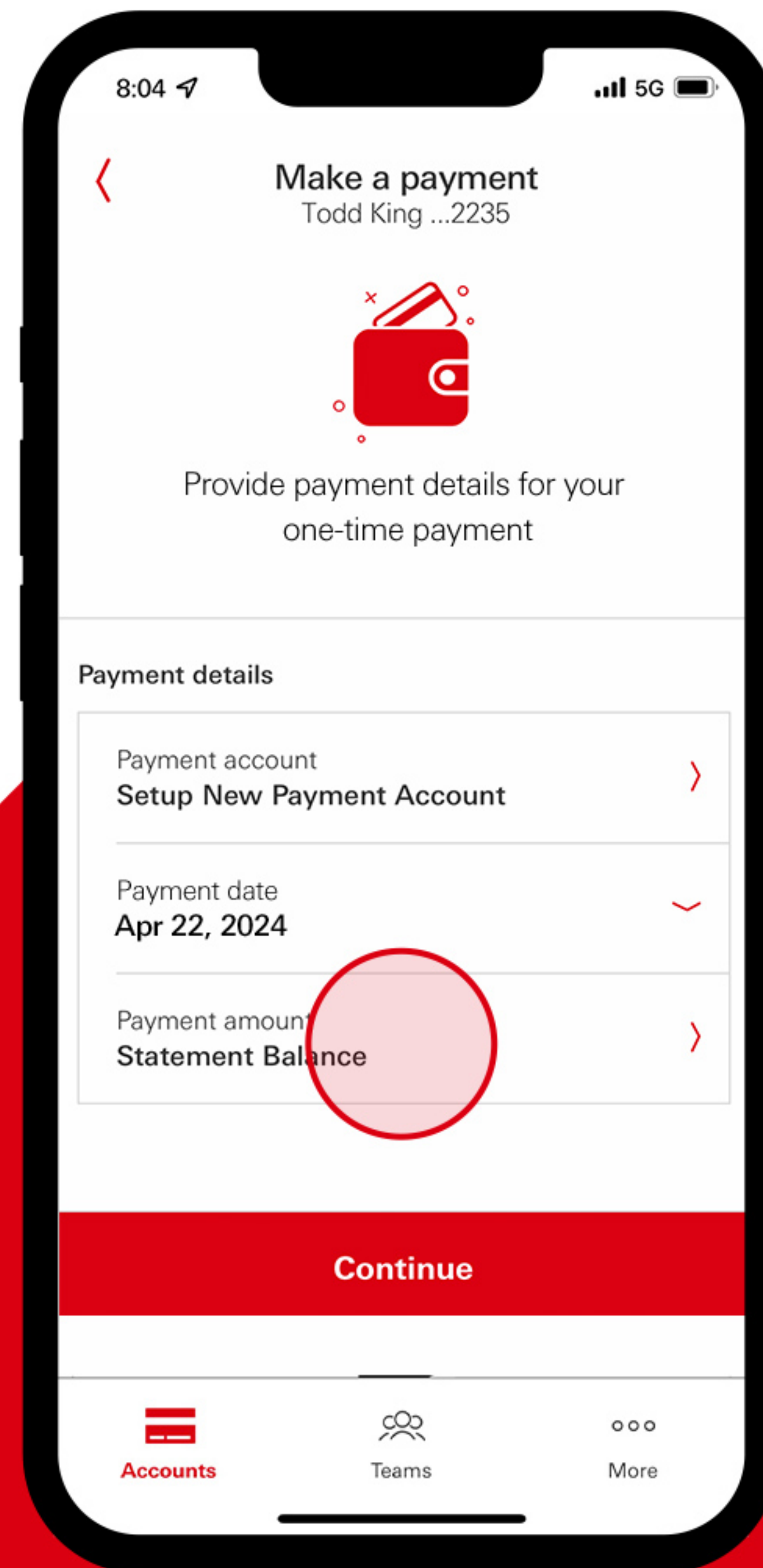
Select Done





## Making a payment

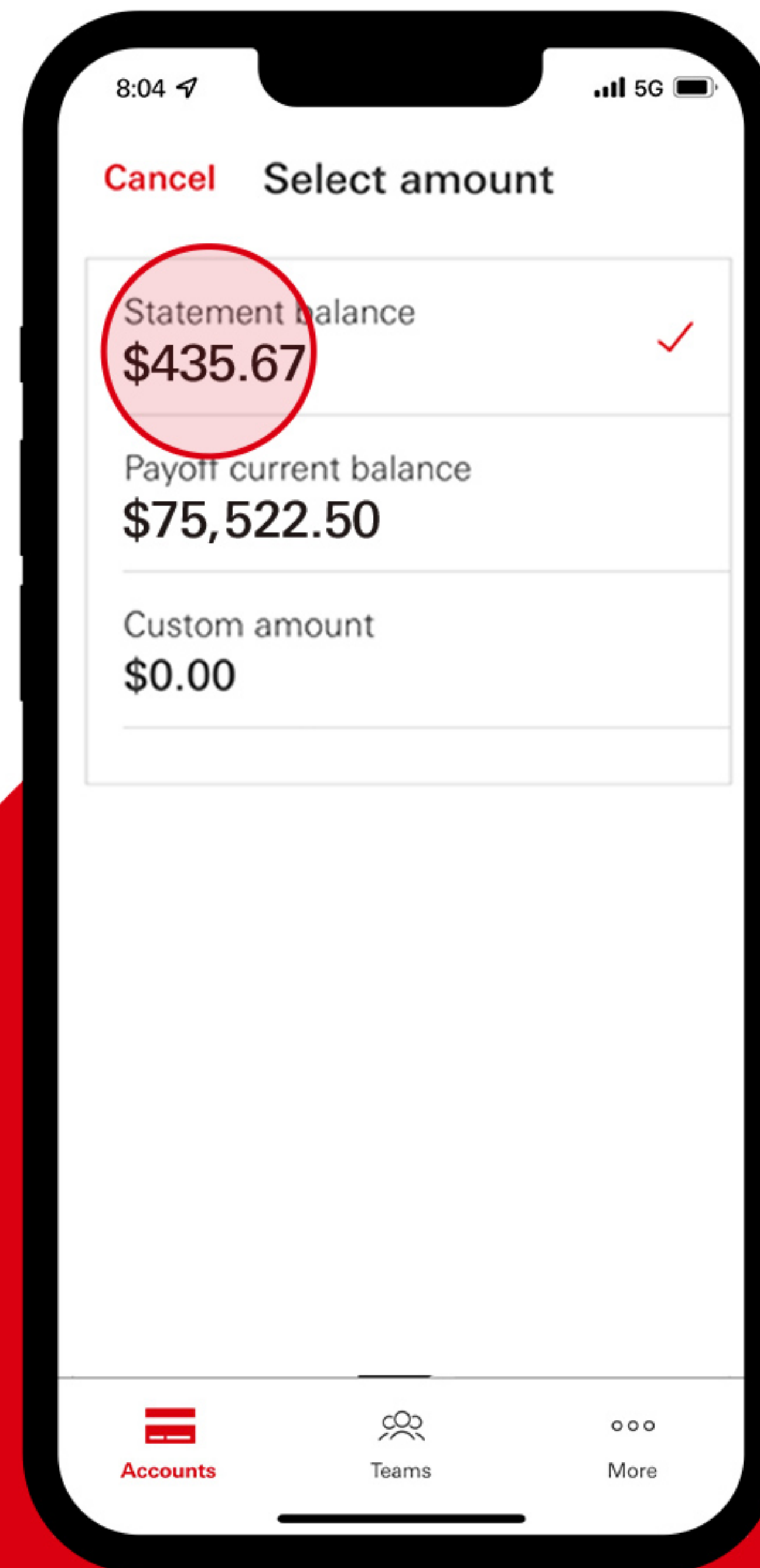
Select the payment amount



## Making a payment

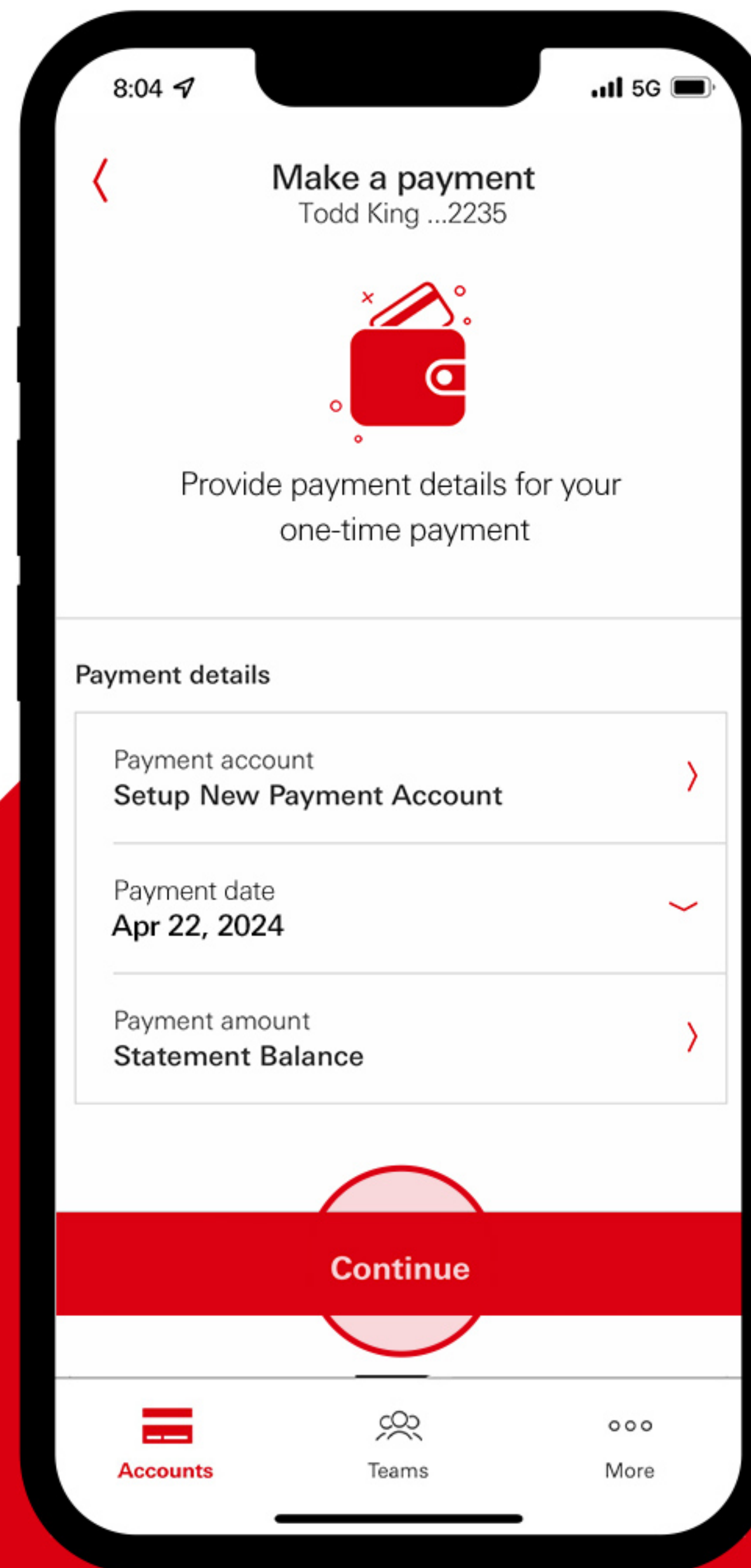
Select the payment amount

Select the amount or add  
a custom amount



## Making a payment

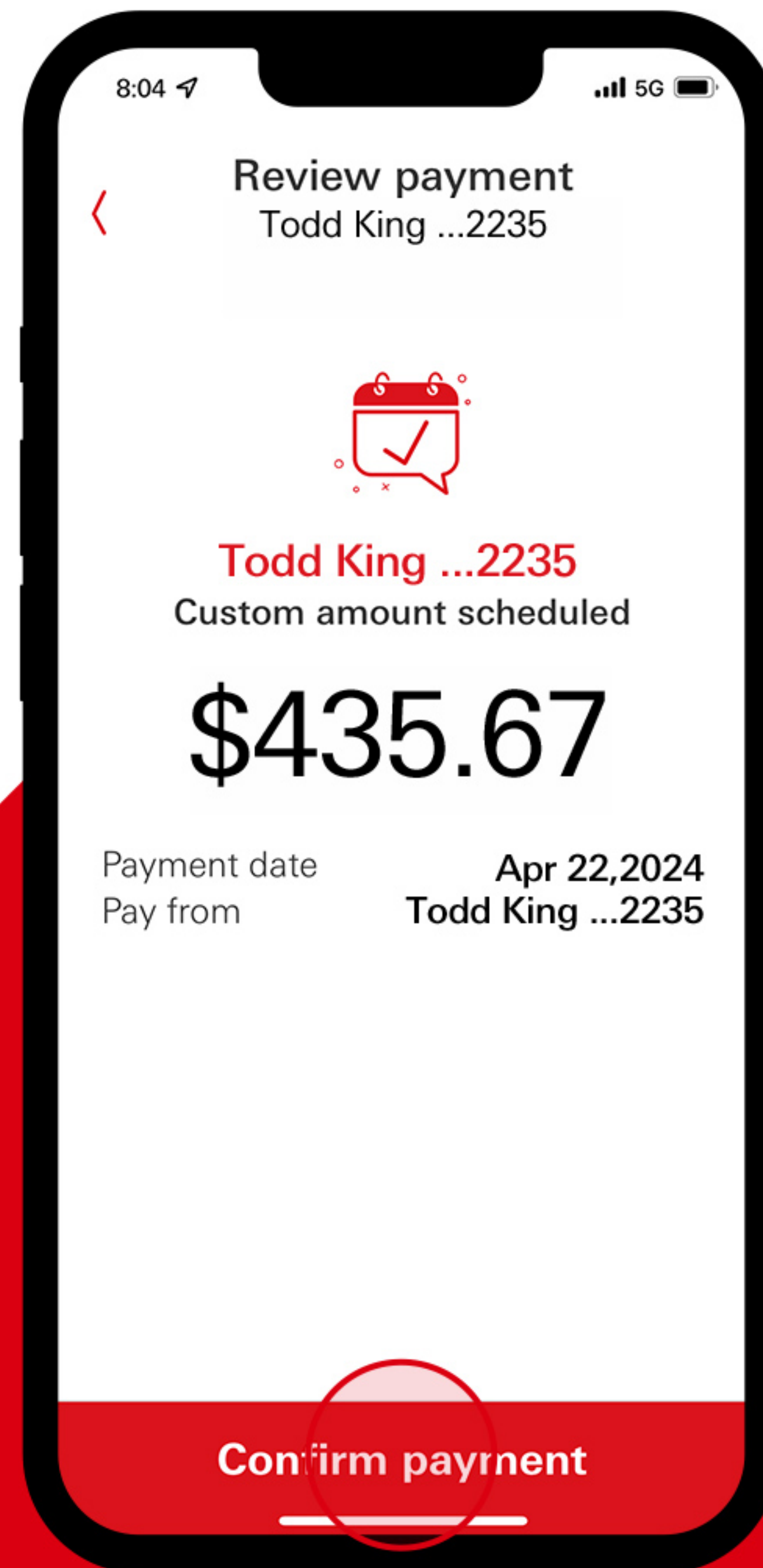
Once you've set up your payment details, select Continue



## Making a payment

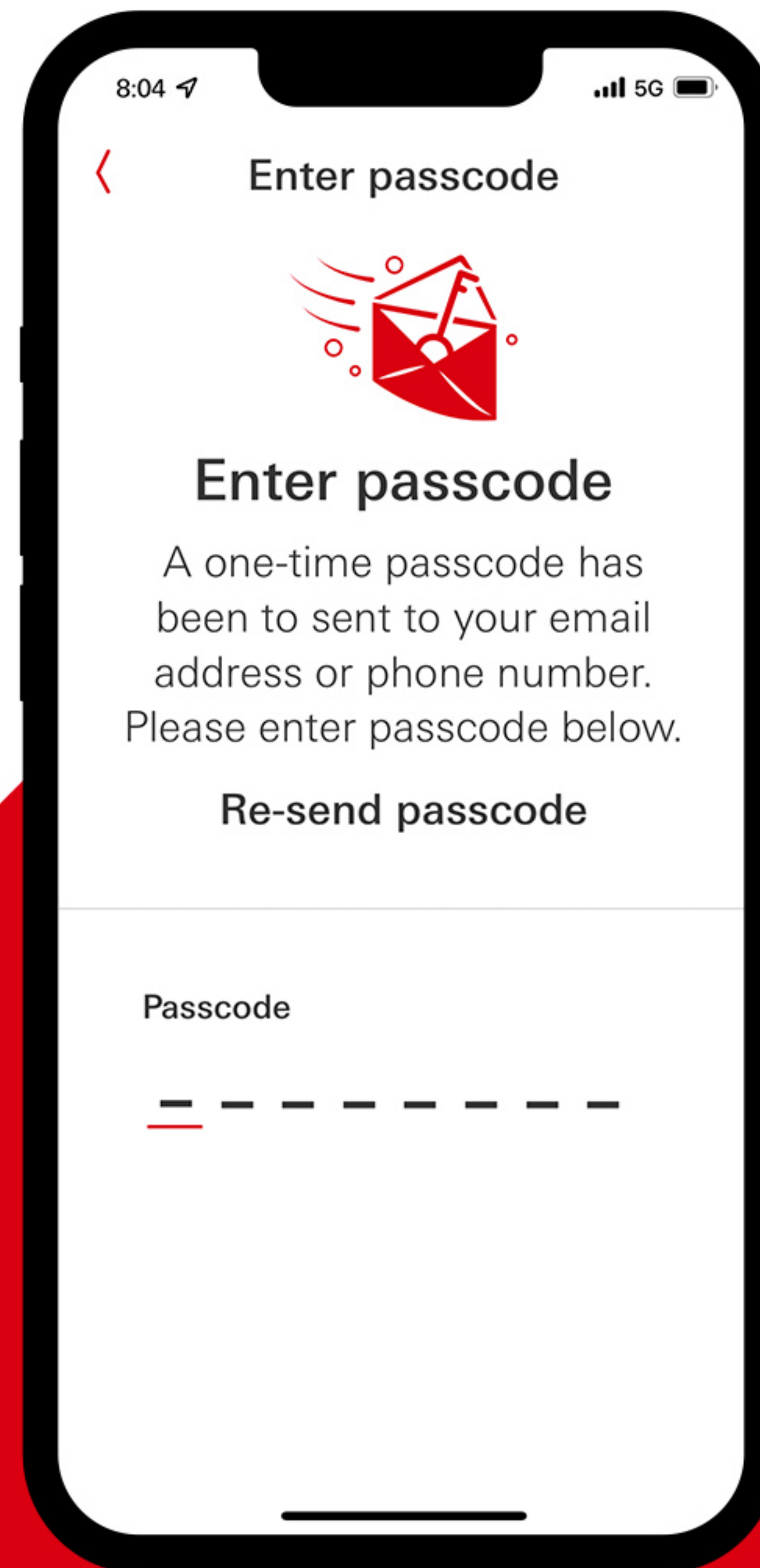
Once you've set up your payment details, select Continue

Check that the information is correct, then select Confirm payment



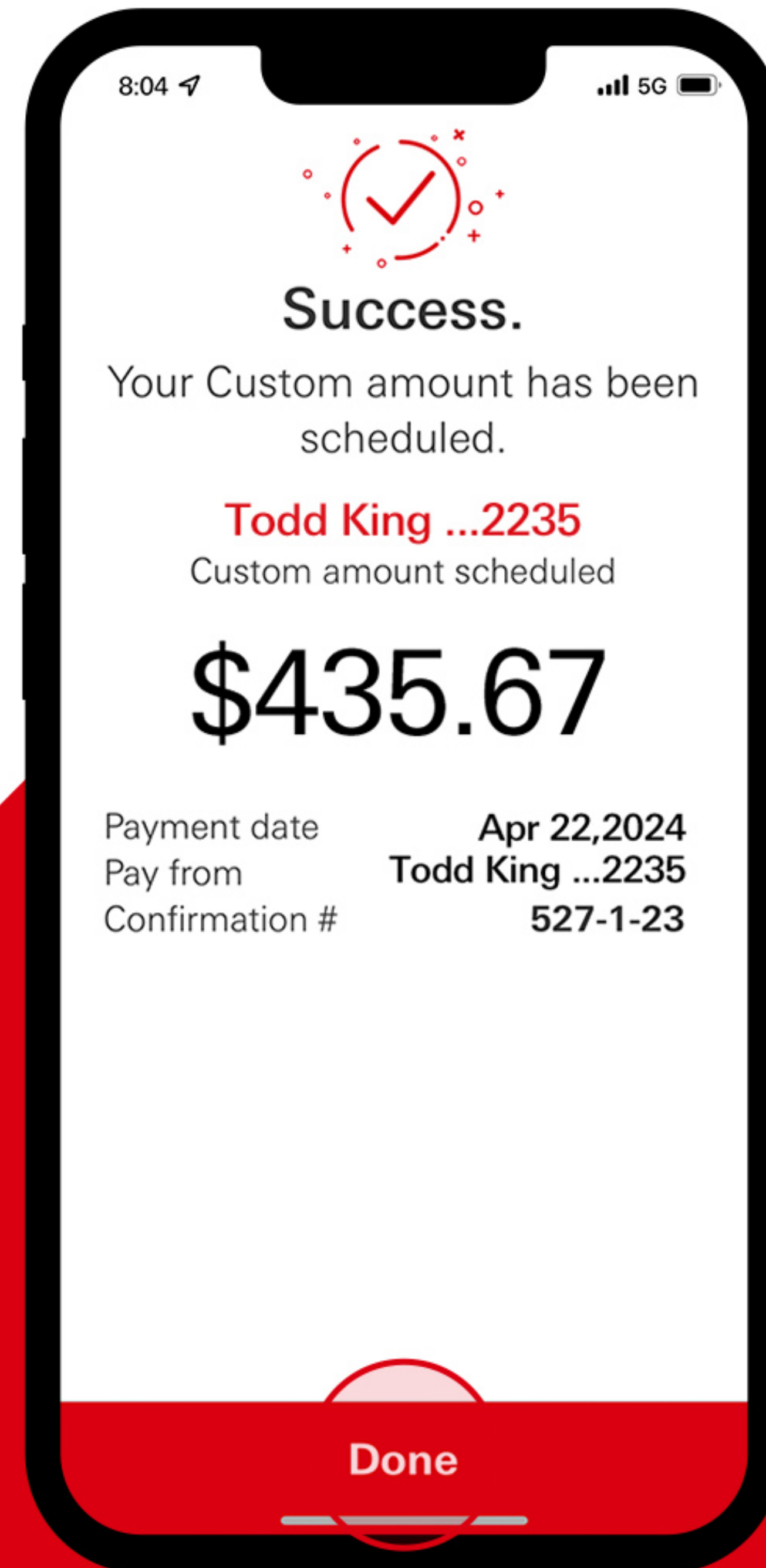
## Making a payment

Enter the one-time passcode sent to your email address or phone number



## Making a payment

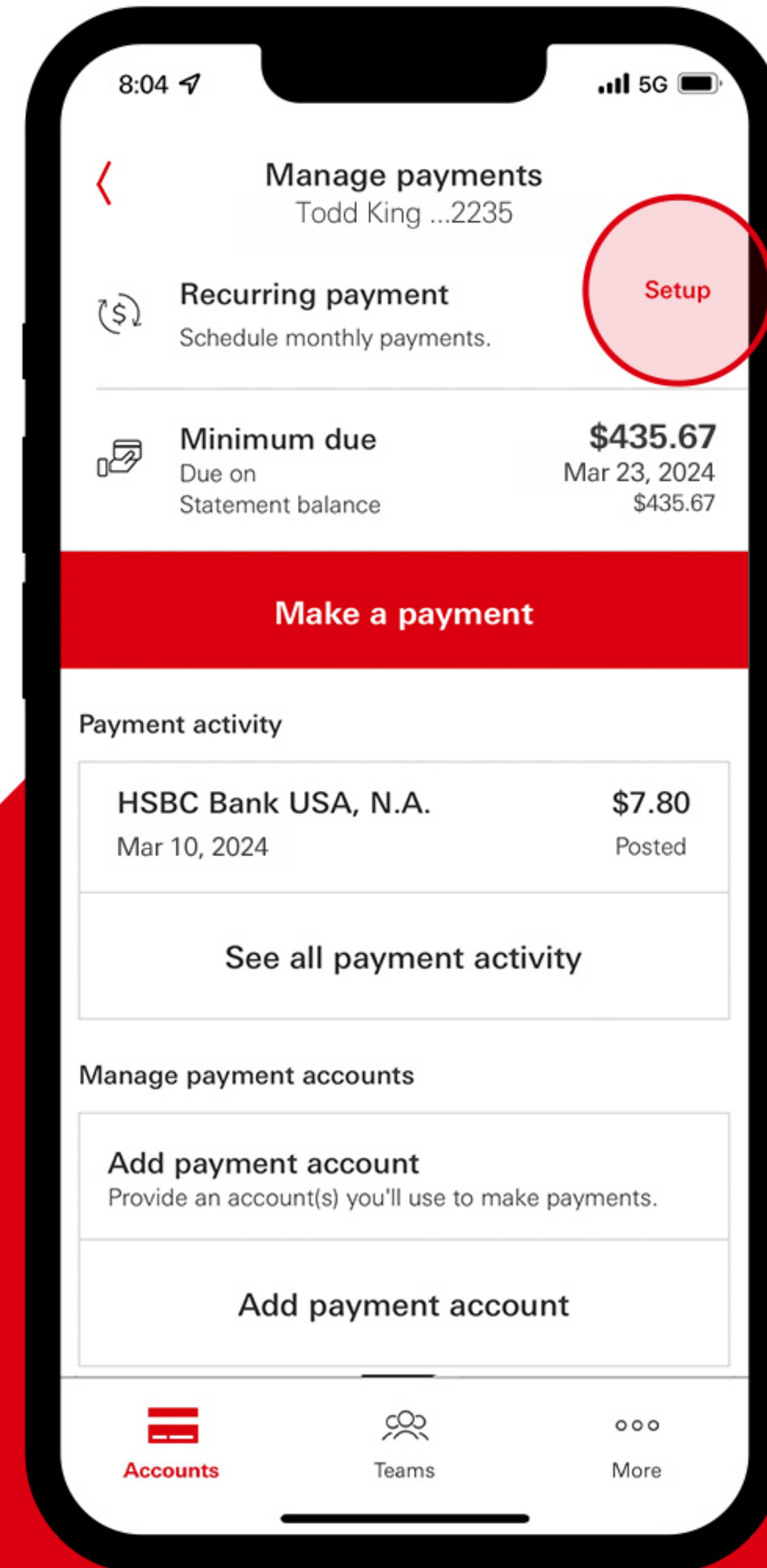
Select Done when complete



## Set up recurring payments

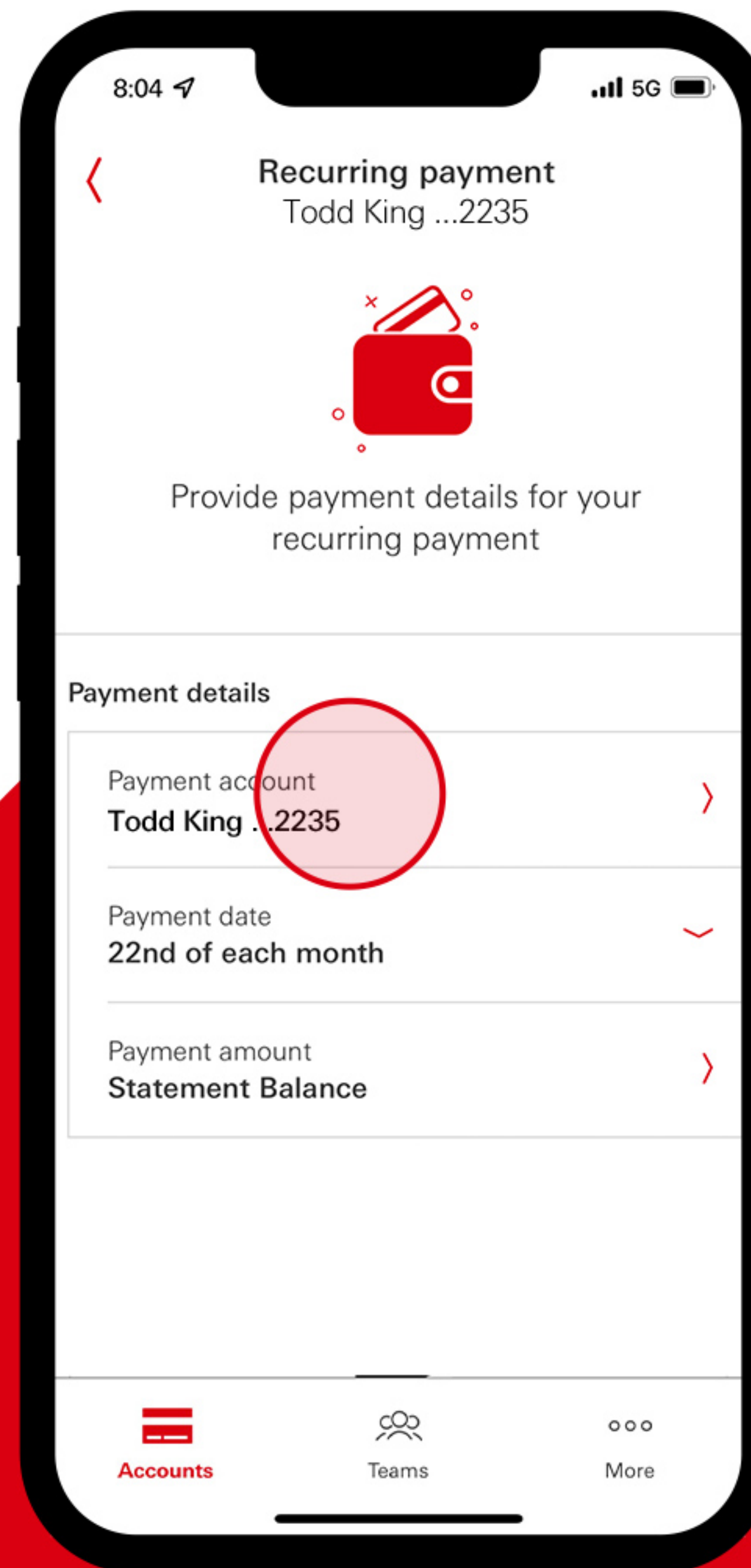
From the Accounts tab,  
select manage payments.

Select Recurring payment  
Setup



## Set up recurring payments

Select the account you  
want to use for payment

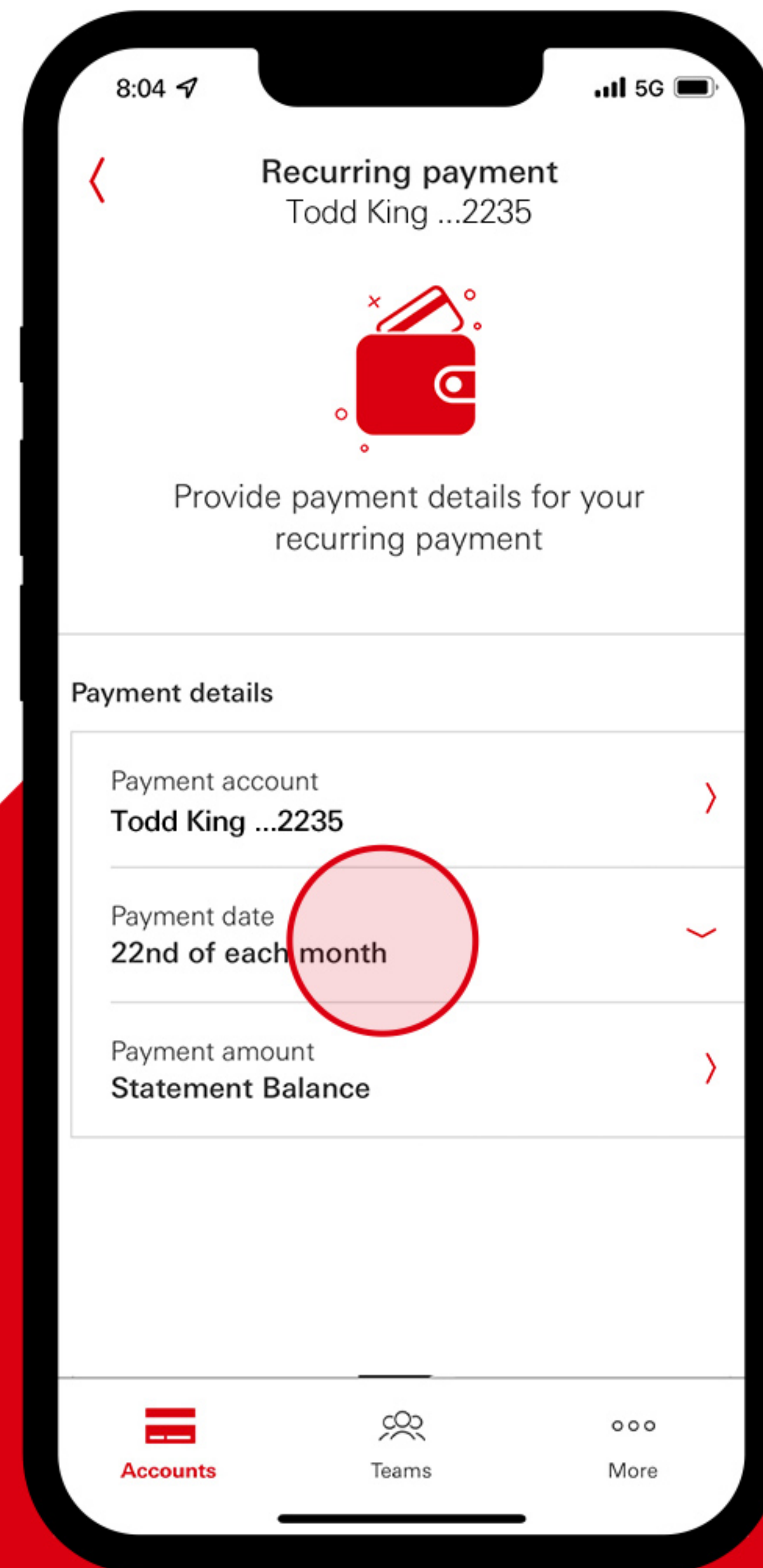




## Set up recurring payments

Select the account you  
want to use for payment

Select the payment date

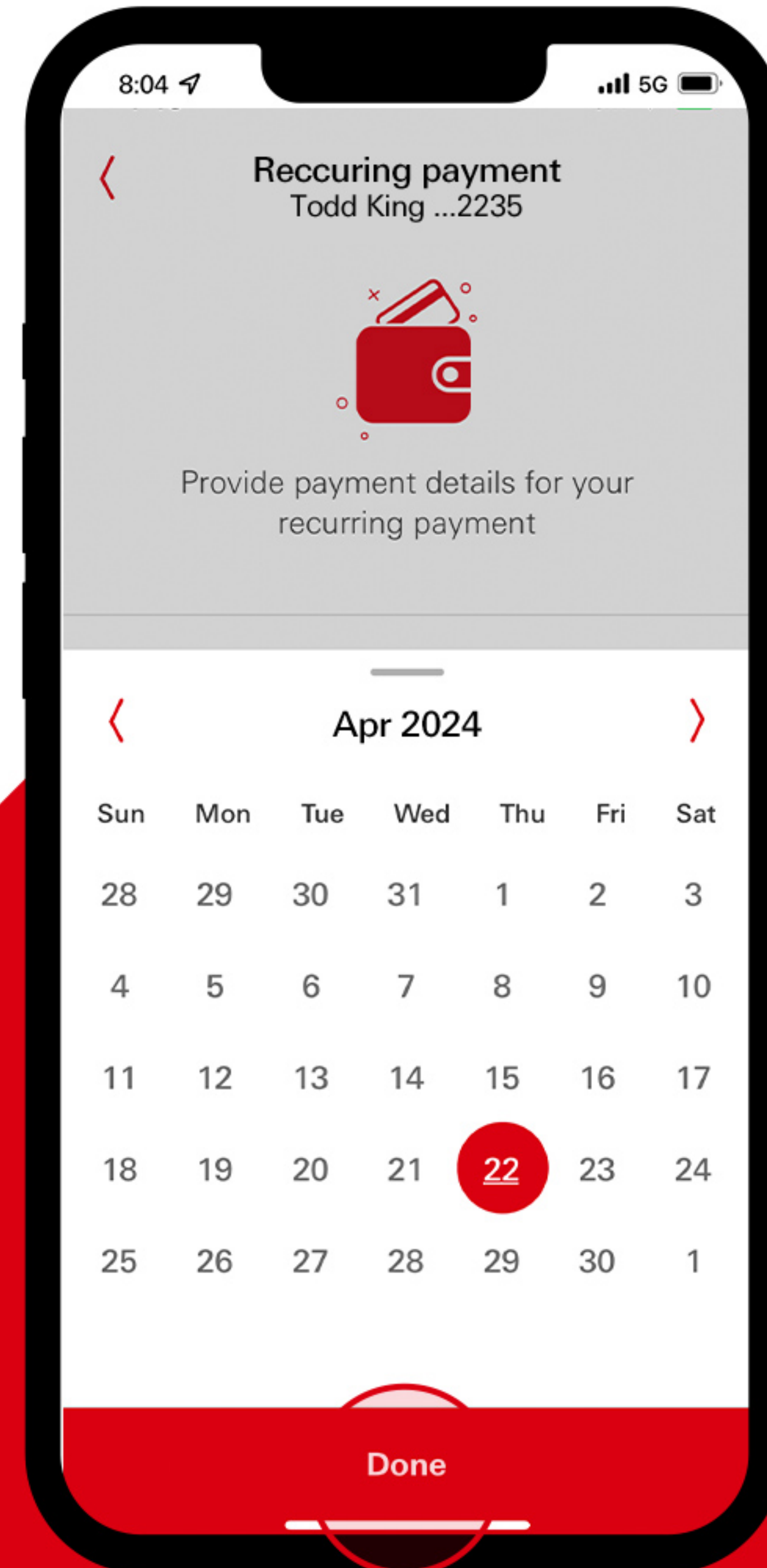


## Set up recurring payments

Select the account you  
want to use for payment

Select the payment date

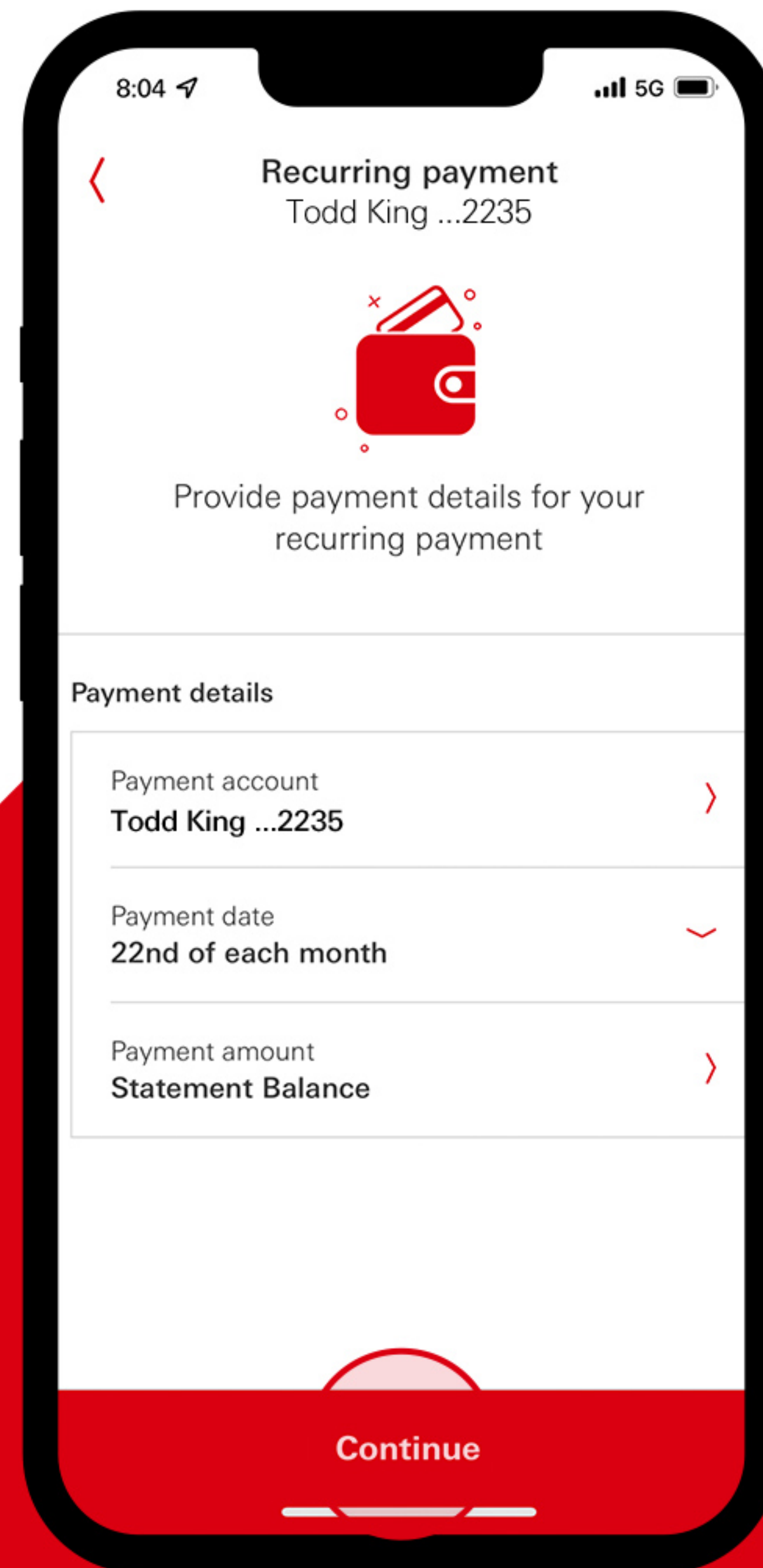
Select Done



## Set up recurring payments

Your Recurring payment will automatically pay your Statement Balance on the due date you've selected

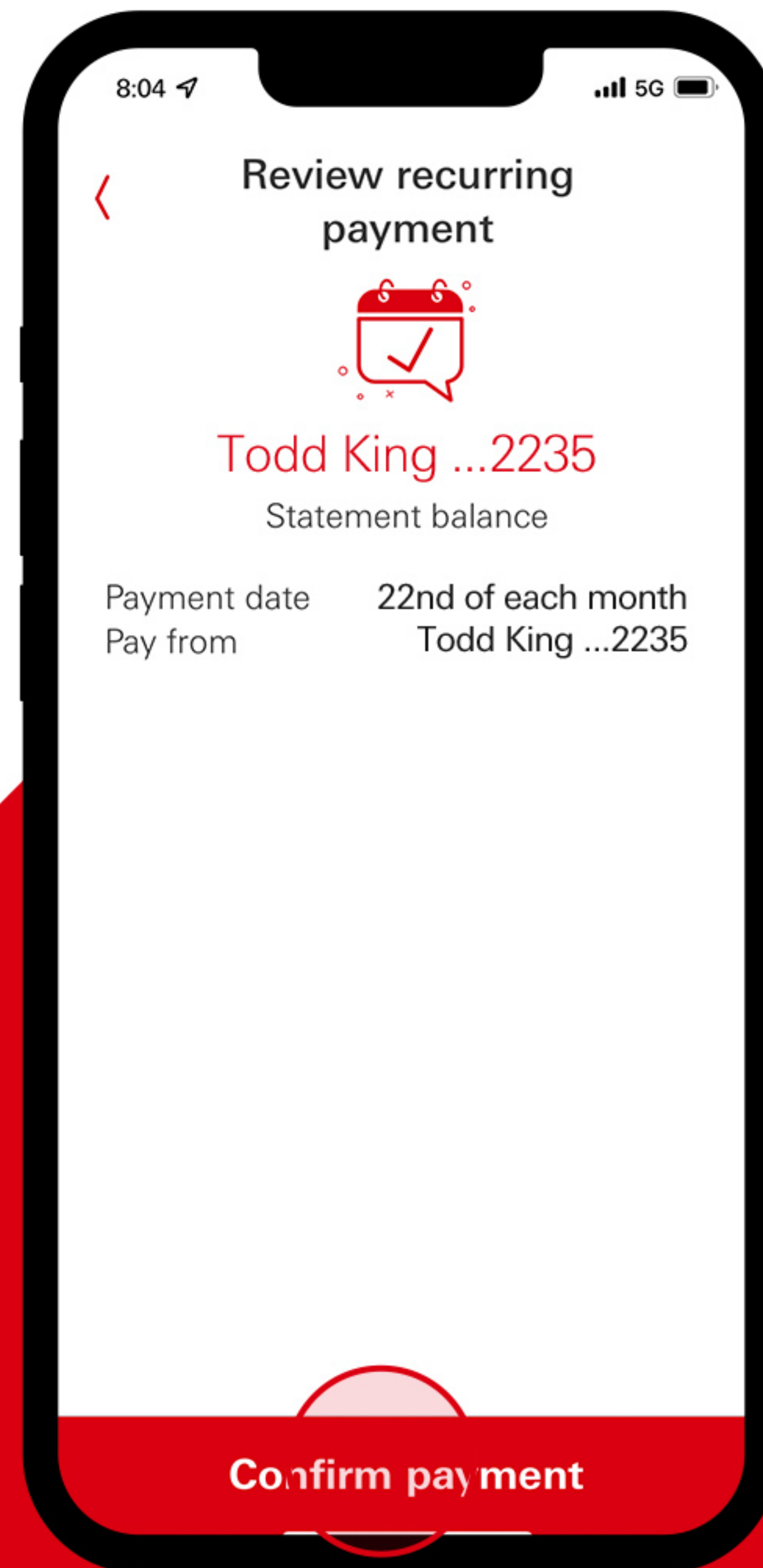
Select Continue



## Set up recurring payments

Review your information

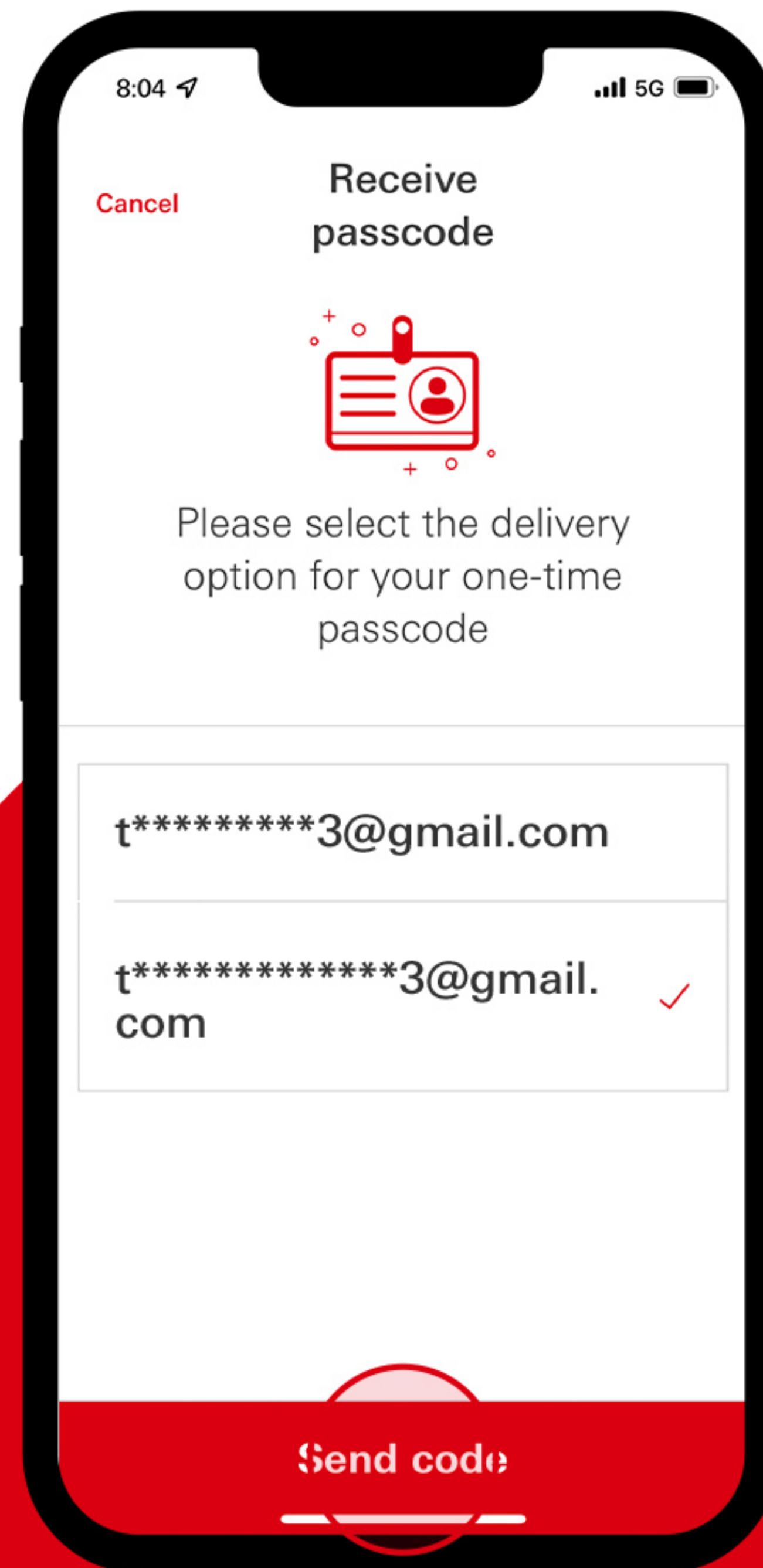
Select Confirm payment



## Set up recurring payments

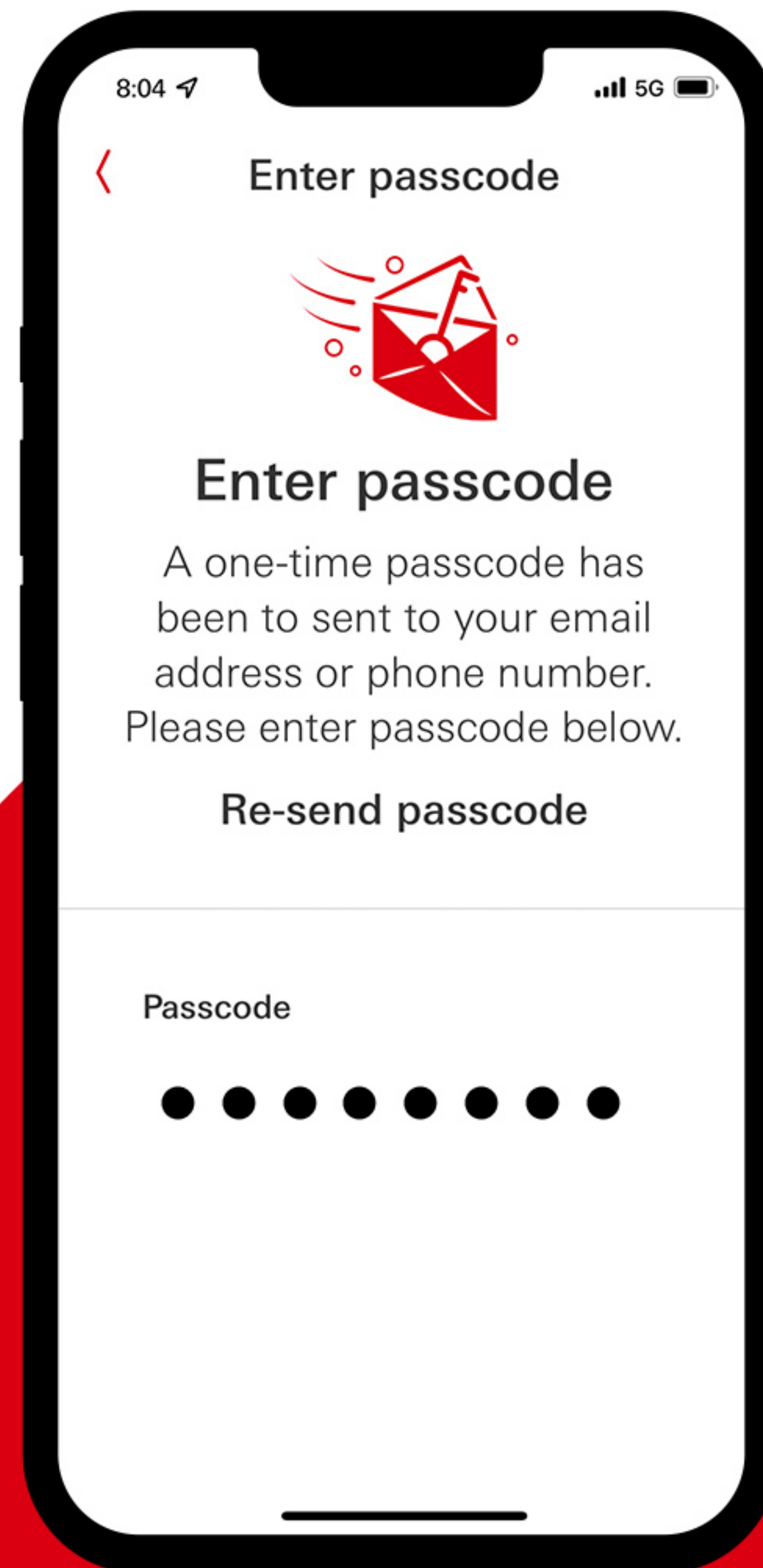
Select the delivery option for  
your one-time passcode

Select Send code



## Set up recurring payments

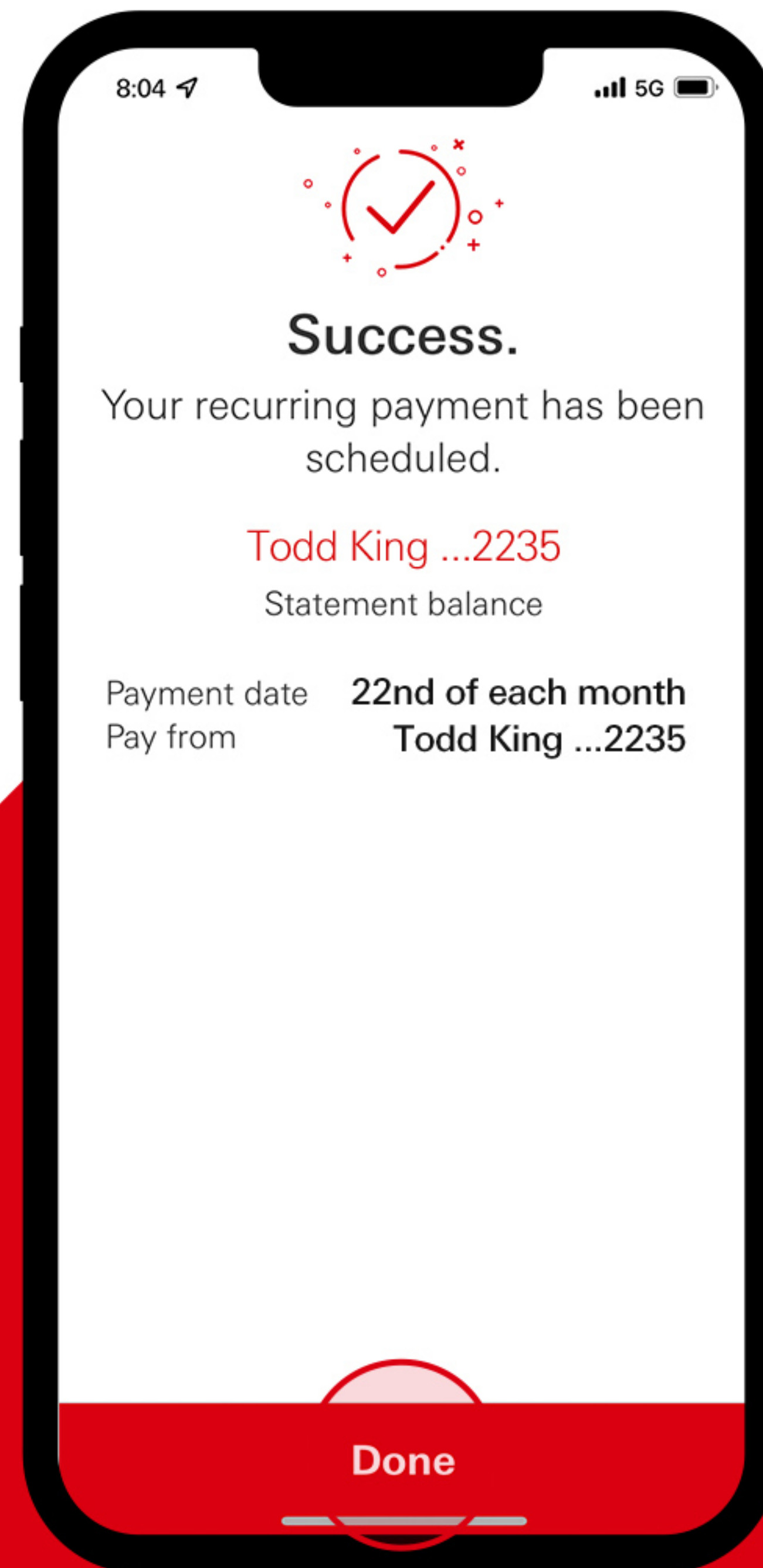
Enter your one-time passcode



## Set up recurring payments

Enter your one-time passcode

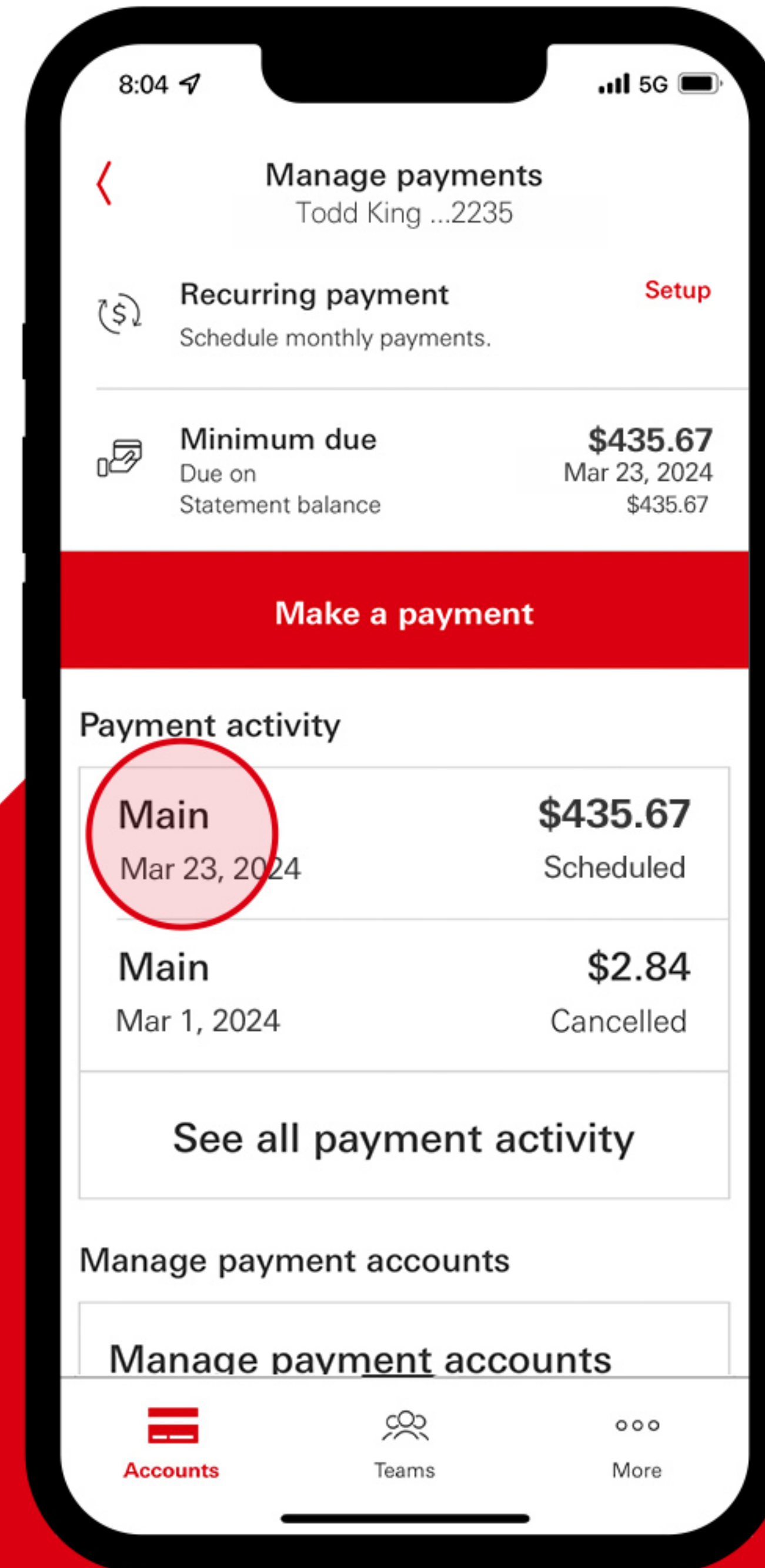
Select done when complete



## Cancel a payment

From the Accounts tab,  
select manage payments.

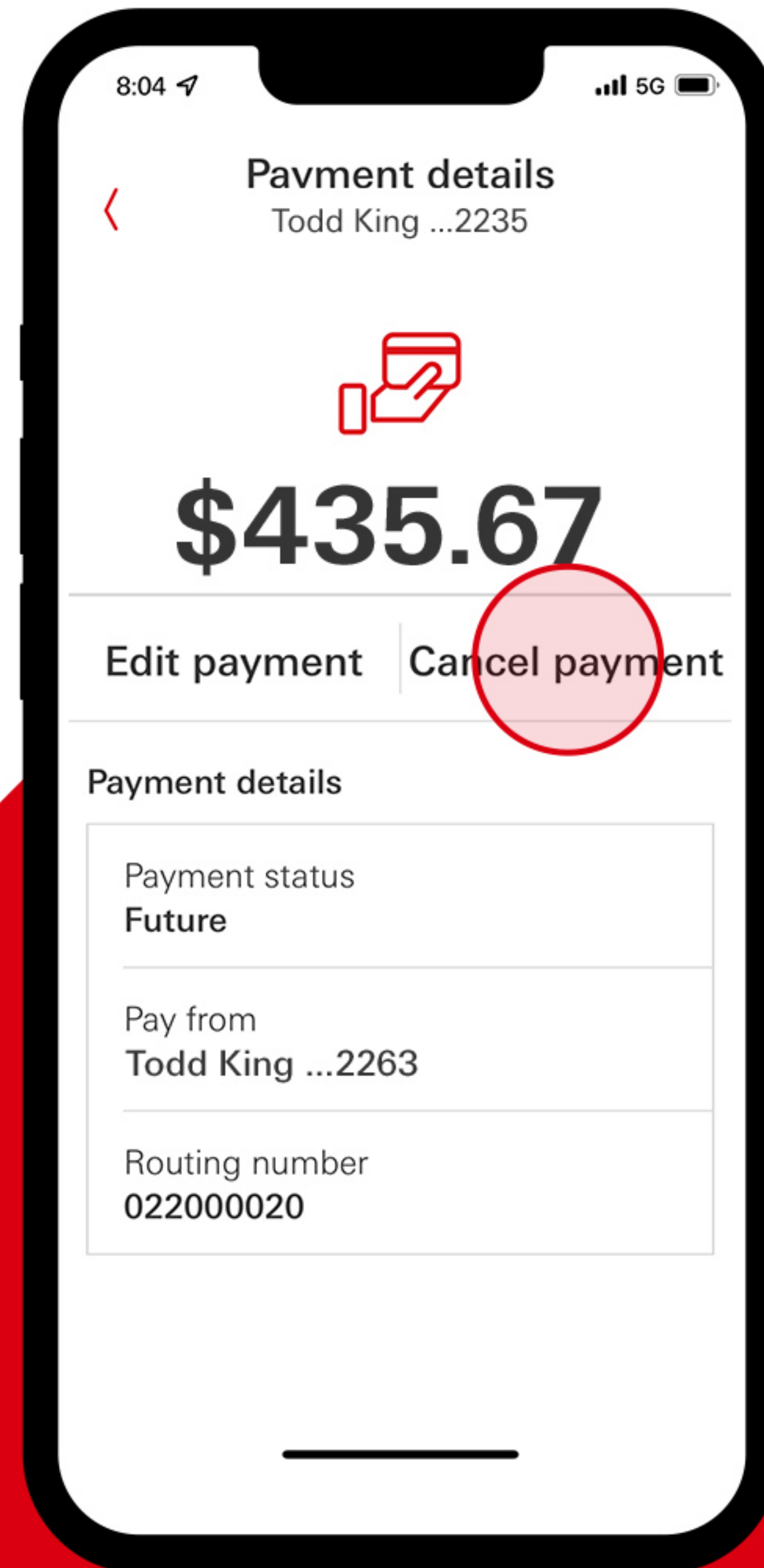
Select the payment you  
would like to cancel





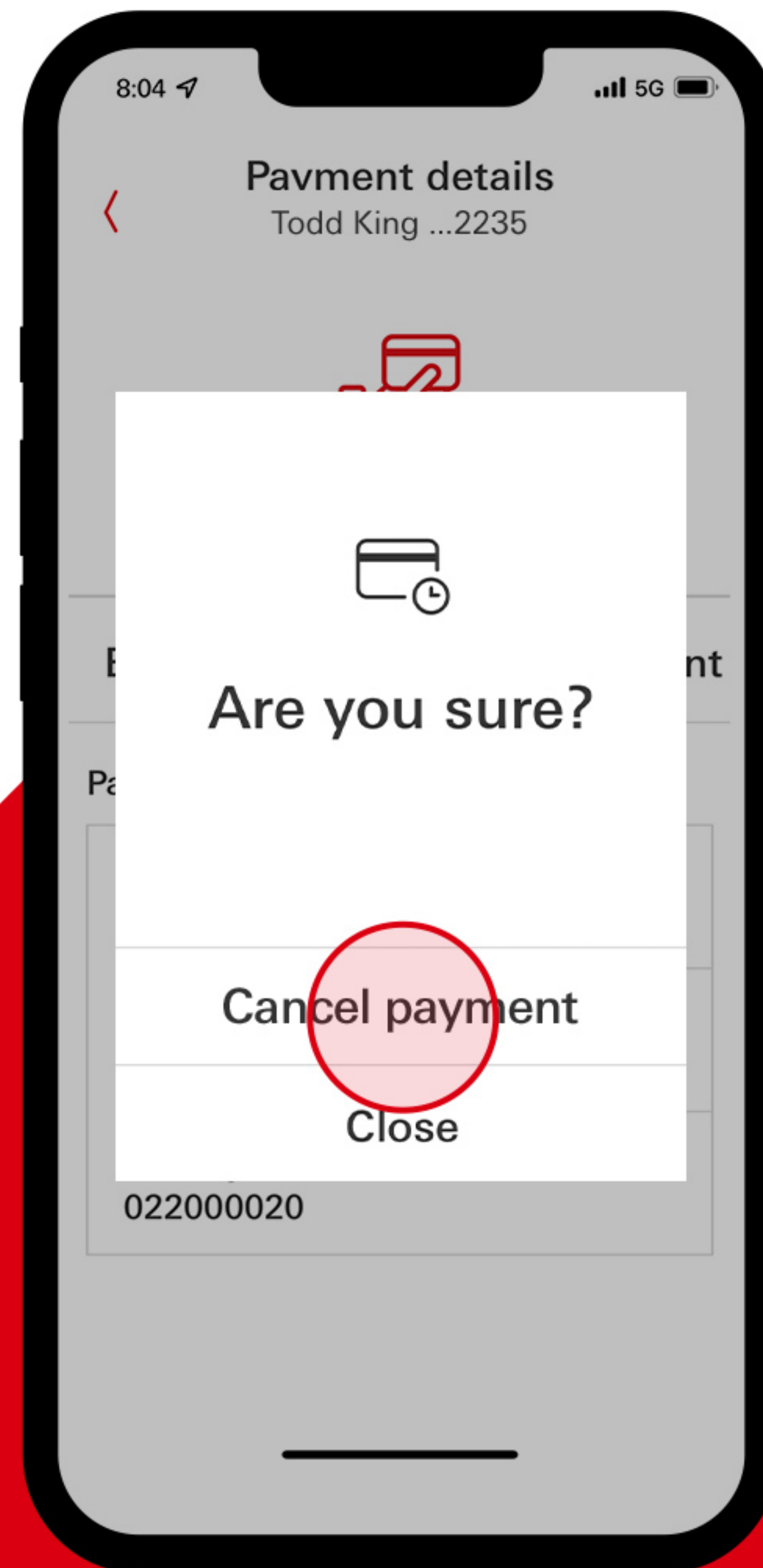
## Cancel a payment

Select Cancel payment



## Cancel a payment

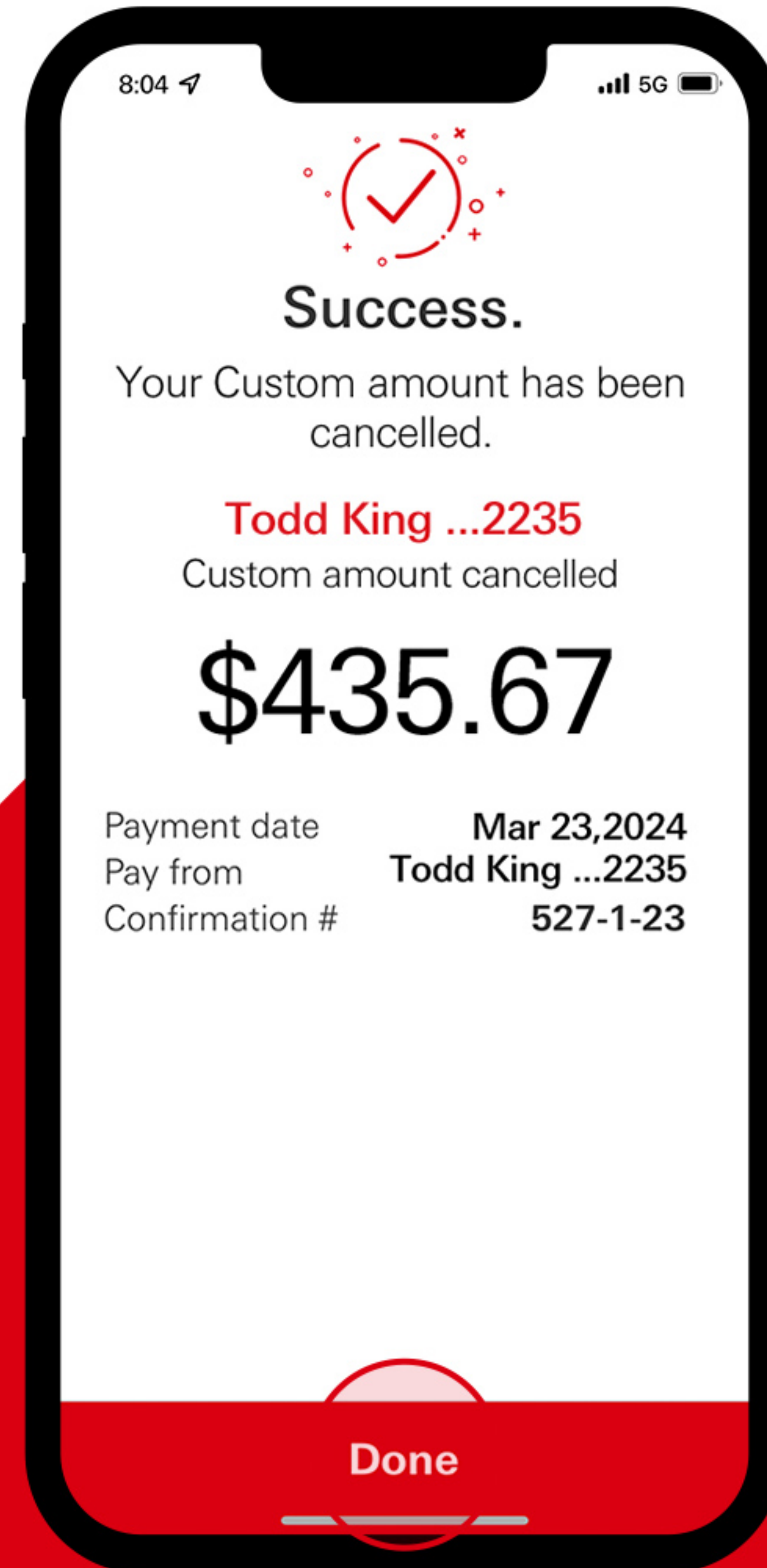
Select Cancel payment  
or close the tab



## Cancel a payment

Select Cancel payment  
or close the tab

Select Done  
when finished



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