

# Accessing Your Virtual Card Number

1 Login to your account at <https://rubyribbon.mypayquicker.com/>

2 Hover over "CARD"

The screenshot shows the Ruby Ribbon website interface. At the top, the Ruby Ribbon logo is displayed in red. Below the logo is a red navigation bar with the following items: HOME, CARD (highlighted with an orange circle), ACCOUNT, HELP, and a button labeled USE MY VIRTUAL CARD. A dropdown menu is open under the CARD menu item, showing the option Use My Virtual Card. Below the navigation bar, there is a yellow notification banner that says Tax Document(s) Tax document submission available. Further down, the word Overview is visible in red, followed by a refresh icon. At the bottom, there is a section titled Pending Transactions with a table header containing Date, Amount, and Description. Below the header, there are navigation controls including arrows, a page number 0, a dropdown menu with 5, and the text Transactions.

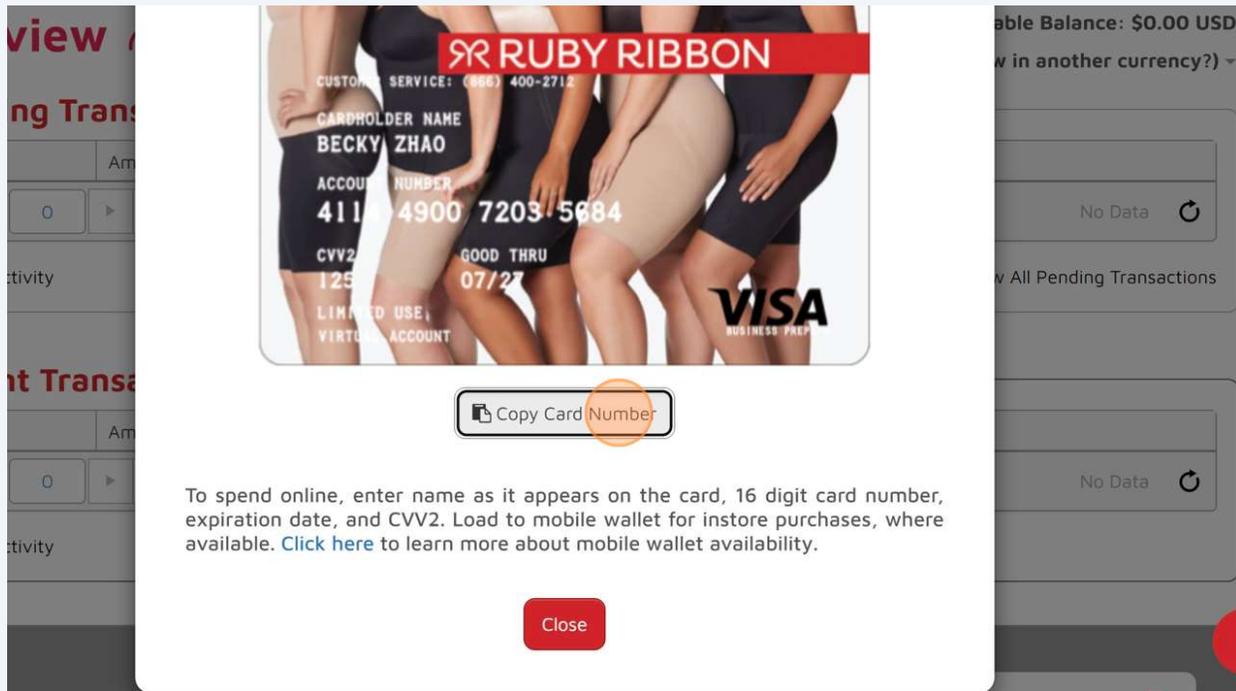
3 Click "Use My Virtual Card"

The screenshot shows the Ruby Ribbon website interface. At the top, the Ruby Ribbon logo is displayed in red. Below the logo is a navigation bar with a red background. The navigation bar contains the following items: HOME, CARD (with a dropdown arrow), ACCOUNT (with a dropdown arrow), HELP (with a dropdown arrow), and a white button labeled "USE MY VIRTUAL CARD". A red callout box with a white border and a red arrow points to the "Use My Virtual Card" button in the navigation bar. Below the navigation bar, there is a yellow banner with a document icon and the text "Tax Document(s) Tax document submission available". Below the banner, the word "Overview" is displayed in red, followed by a refresh icon. To the right of "Overview", the text "Avail (View)" is partially visible. Below "Overview", the heading "Pending Transactions" is displayed in red. Underneath this heading is a table with columns for "Date", "Amount", and "Description". Below the table, there are navigation controls including arrows, a page number "0", a dropdown menu showing "5", and the text "Transactions".

4 Click "Continue to Virtual Card"

The screenshot shows a modal dialog box titled "Use My Virtual Card" overlaid on the website interface. The dialog box has a white background and a red border. At the top left of the dialog is a red card icon. The title "Use My Virtual Card" is in red. Below the title is a light blue text box containing the text: "Show virtual card to use immediately for online purchases. Print or record card number, expiration date, and CVV2 code." At the bottom of the dialog are two buttons: a white "Cancel" button and a dark blue "Continue to Virtual Card" button. The "Continue to Virtual Card" button is highlighted with a red circle. In the background, the website interface is dimmed, showing the "Overview" section and the "Pending Transactions" table. A green "CONTINUE" button is visible in the top right corner of the background. The text "Available Balance: \$0.00 USD" and "(in another currency?)" is also visible in the background.

5 Click "Copy Card Number"



6 Paste the card number somewhere to save it. Click "Close". You can now use this card for online purchases or add it to your Google/Apple Pay accounts to use at participating merchants.

