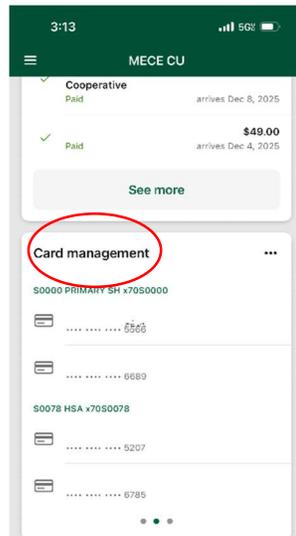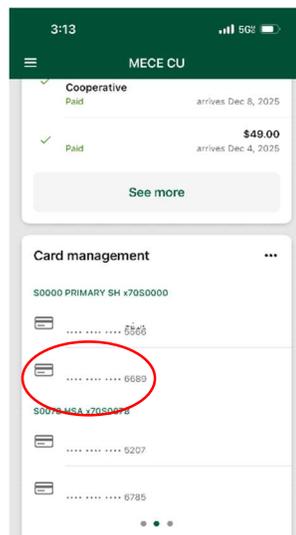# MECE
CREDIT UNION
THE BRIGHT CHOICE

TOGGLING CARDS ON/OFF: STEP-BY-STEP INSTRUCTIONS

1) Please log into your MECE Credit Union mobile app and scroll down to "Card Management"

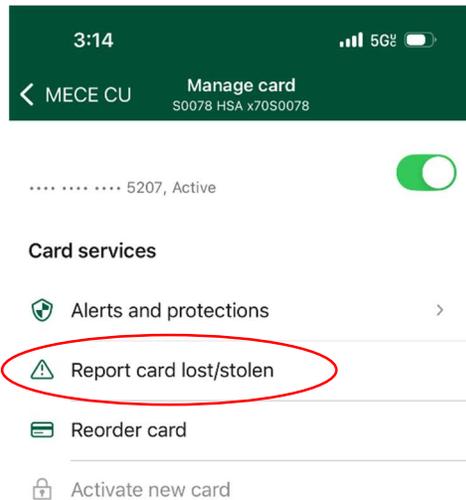2) You will then select the card that you wish to turn on/off

3) To simply turn your card on/off you can click on the bubble on the top right hand-corner of the card record. Please note:
   - If the bubble is located on the right and has green to the left, the card is active/turned on.
   - If the bubble is located on the left and the background is gray, is not active/turned off.
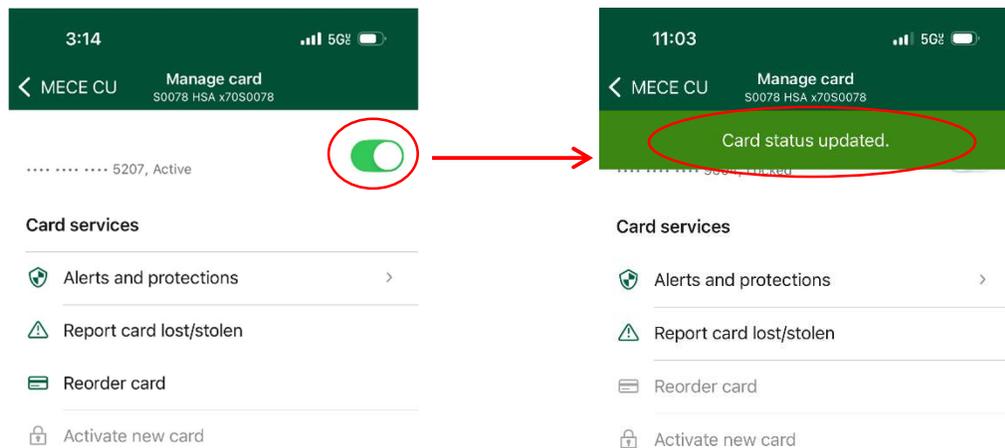

4) If you need to turn your card back on, then you can simply go back into the "Manage Card" screen, locate the card, and turn it back on.
5) If you need to report your card lost/stolen, find the card in the "Card Management" screen and click on it.
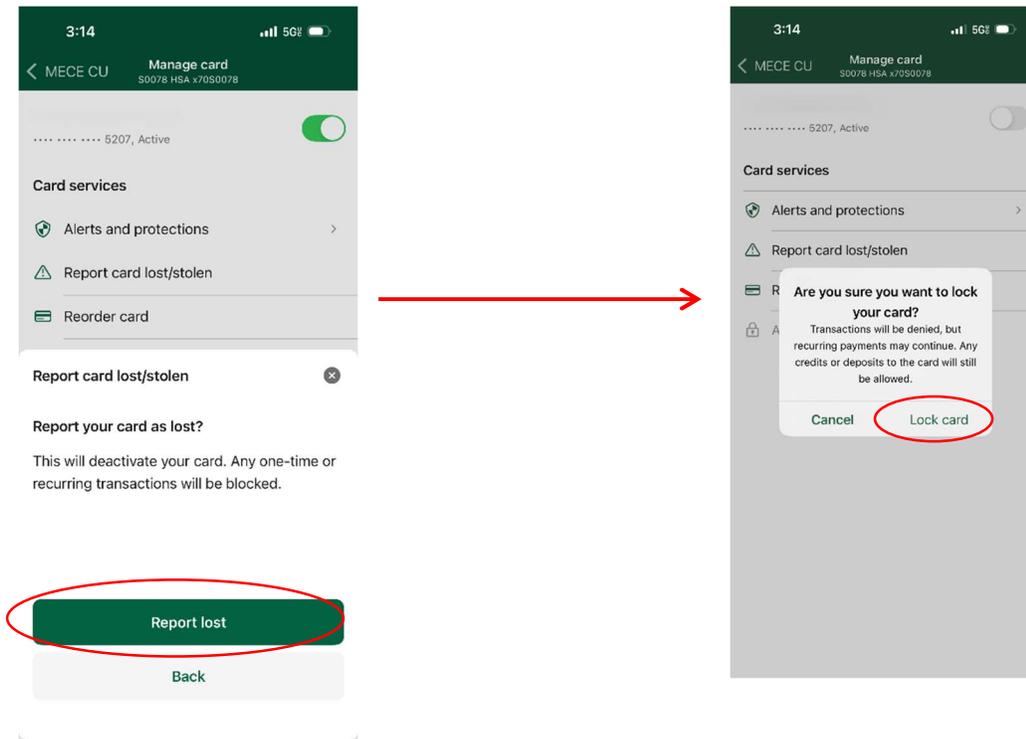
6) Instead of toggling the card on/off, you will now choose "Report card lost/stolen"

7) You will then need to choose whether the card was lost or stolen
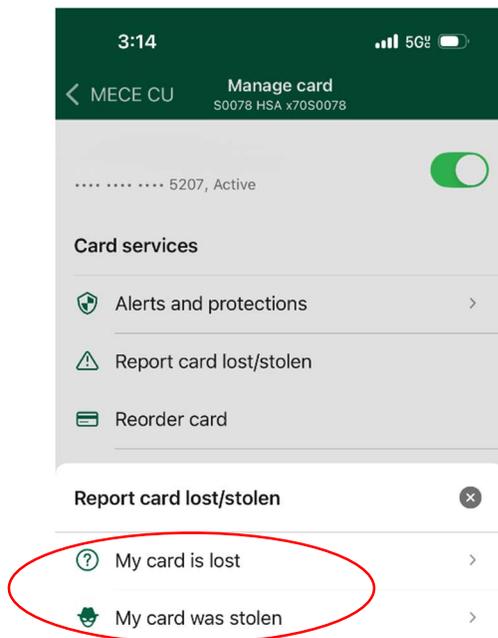
8) It will then ask for confirmation that you wish to report the card lost or stolen & that you are going to be closing the card

9) You will then need to call Member Service at 573-634-2595 to get a new card ordered or email at cards@mececu.com

PO BOX 1586, Jefferson City, MO 65102   Ph: 573-634-2595   F: 573-635-9781   www.mececu.com