RBC NEXTLOGIC® - LOGGING INTO RBC NEXTLOGIC FOR THE FIRST TIME

Logging into RBC NextLogic for the First Time as a Lead Program Administrator

1. Access **RBC NextLogic** via the **Commercial Cards Service Centre** rbc.com/corporatecardservices
2. Click **Log in for Program Administration** in the pop-up window > **Continue**
   Reminder: ensure you have enabled pop-up windows on your browser
3. You will be directed to the **Visa Business Solutions** page
4. Enter your username and temporary password > **Login**
   - If you are a Lead Program Administrator undergoing the implementation process, your username can be found in the Confirmation Form PDF and your temporary password provided to you by email
5. You will be prompted to change the temporary password and set up 4 security questions

Clients with RBC Express® Single Sign-On Setup:

- You will need to log in to RBC NextLogic via the Commercial Cards Service Centre for your first login
- For future logins, you can access RBC NextLogic through RBC Express by clicking **RBC NextLogic** in the **Online Services** section

Brief Overview on RBC NextLogic

For a more detailed overview of key functionalities in RBC NextLogic, refer to the **Navigating RBC NextLogic video on the Commercial Cards Service Centre – Training Library**

The first thing you will see in the **Visa Business Solutions** page within RBC NextLogic is an overview of the top three categories determined by purchase volume. You can hover over any bar to view the actual category spend amount.

Under **My Services** dropdown, you will find **Visa IntelliLink Spend Management**. This is a robust card management reporting tool that include key functionalities that will allow you to manage your company's commercial cards in real-time and monitor employee spend behavior.

Clients with Single Login Multi Access Setup in RBC NextLogic:
This is for clients who have multiple corporate customer accounts that are linked together in RBC NextLogic

- In Visa IntelliLink Spend Management, click the company name on the upper right corner beside your name
- Select the corporate customer account name in the drop down to toggle between multiple corporate customer accounts