

# Transitioning to the RBC Commercial Cards Program

Welcome to the RBC® Commercial Cards Program, the program that empowers your company to manage its own expense card program through RBC® *NextLogic*™. To support you in moving your existing expense card program to the new RBC Commercial Cards Program, we have created a list of best practices to ensure a smooth transition.

## For Clients moving from RBC Business Cards

You will have already had a discussion with your Commercial Cards Implementation Advisor, who will assist you with the following to simplify your transition to the new program:

- ✓ Providing you a list of your existing cardholders on RBC Business Cards so you can efficiently create new RBC Commercial Cards for these employees through RBC NextLogic. Once your cardholders receive their RBC Commercial Cards, they can immediately activate it and start using it
- ✓ If applicable to your situation, transferring existing RBC Rewards® points from your RBC Business Cards to Commercial Avion
- ✓ In order to fully take advantage of all the benefits of RBC Commercial Cards, we recommend closing your current RBC Business Cards. Your Commercial Cards Implementation Advisor can assist you with this once your program has been fully onboarded
- ✓ We recommend that you download all of the RBC Business Cards electronic statements you want to keep on file as they will not be available after the RBC Business Cards are closed

### **IMPORTANT:** Prior to closing your RBC Business Cards, you must:

- ✓ Pay all outstanding balances on your company's RBC Business Cards. Balances cannot be transferred to the Commercial Cards Program
- ✓ Ensure cardholders have transferred any pre-authorized payments they have on their existing cards to their new Commercial Cards
- ✓ Confirm your cardholders stop using and safely dispose of their old RBC Business Cards as soon as they have received and activated their new RBC Commercial Cards

## For Clients moving from another Provider

- ✓ Once your cardholders receive their RBC Commercial Cards, they can immediately activate it and start spending
- ✓ Ensure cardholders have transferred any pre-authorized payments they have on their existing business cards to their new RBC Commercial Cards

If you have any questions, please visit the [Commercial Cards Service Centre](#) or contact Commercial Cards Client Support at [rbccommercialcards@rbc.com](mailto:rbccommercialcards@rbc.com) or 1-877-334-9938.