



# A smarter way to manage recurring expenses





# Moving Your Company's USD Spend Over to Float

**Float is introducing a new way to manage expenses with virtual cards set up for every vendor in both CAD and USD.**

With the introduction of Float's new USD card, you can now issue unlimited virtual cards for software, advertising and subscriptions that charge in USD. By connecting your USD bank account to Float, you can eliminate foreign transaction fees on both spend and payment.

## What is a Virtual Card?

Virtual cards act in the same way as a normal credit card, except they don't have a physical counterpart. With a virtual card, you receive your card number right away, allowing you to use it instantly. They are great for making online purchases and can be used anywhere that accepts VISA and Mastercard.

For software subscriptions, digital advertising, or recurring operating expenses, setting up a card for vendors can:

- 🚫 Eliminate foreign transaction fees on USD software and subscriptions
- 🚫 Limit fraud as you don't have to rely on one card for multiple transactions
- ✅ Ensure campaigns are not paused or shut down if card is cancelled or compromised
- 🚀 Allow for increased control while enabling teams to spend easier



# How to move recurring payments to your Float USD cards

Here's how you can increase oversight and control over company spending, while allowing Float's spend software to do all the work.

- 1 Identify USD vendors and cardholders (pg. 4)**
- 2 Create a virtual cards by vendor (pg. 5)**
- 3 Change billing details (pg. 6)**
- 4 Review transactions in real time (pg. 8)**



# Identify USD vendors and cardholders

## Step 1: Identify USD vendors and cardholders 📝

To see which vendors charging in US currency on Float, head to the “Transactions” page and filter by currency. Make a list of vendors and identify the cardholder who will be issued the new USD card. We recommend that the employee responsible for the vendor be the primary cardholder. This will allow them to keep track of usage and better budget costs over time. Float admins, however, will always have access and oversight into all company spending.

The screenshot shows the 'Apply Filters' section of the Float interface. On the left, there are filter categories: GL Code, Tax Code, Spender, Team, Policy, Receipt, and Compliance. On the right, there is a search bar labeled 'Search for a Transaction C...' with a magnifying glass icon. Below the search bar, a dropdown menu is open, displaying the following options: CAD, USD, EUR, and GBP. At the bottom of the filter panel, there is a button labeled 'Transaction Curre...'.



# Create a virtual cards by vendor

## Step 2: Create a virtual cards by vendor

Log into Float and instantly create a virtual card for each of your vendors in CAD or USD. Simply go to “Cards”, then click “Create Card” and assign the cardholder, currency, card limit, and submission policy details. Spenders and managers can also request to create cards in either currency at any time.

### Card Information

Will this card be used just once, or should it have a recurring limit? ⓘ

Single use  Recurring

\* Limit

per

\* Card Owner

Team

\* What do you want to name this card?

**Pro tip:** check the currency of the vendor before creating your Float card. Large merchants support multiple currencies (often determined by business, billing, or IP address), while others may default to USD.

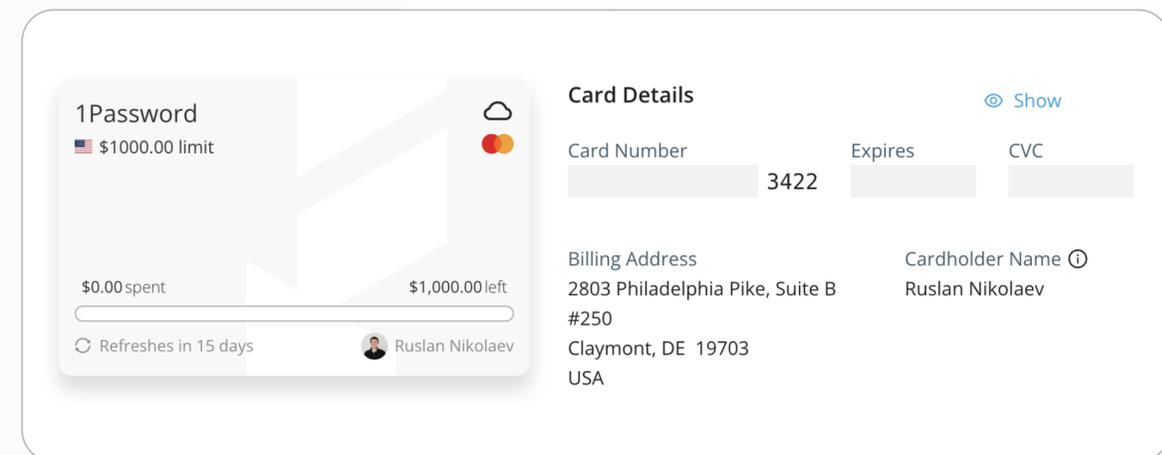


# Change billing details

## Step 3: Change billing details 🧑

Your cardholder will be notified when the card is created and ready to use. From there, they can begin logging into the company's online accounts and review and change the virtual card details.

On the card details page, you can copy and paste the card number, expiry date, and CVC directly into your vendor's billing details page. Spenders can use the cardholder name as the billing name and the company address as the billing address.



**Pro tip:** Float provides a virtual US billing address to improve acceptance rates with vendors. If you would like to use your own US address, let us know by contacting Support.



# Common vendor billing changes

Easily change your company billing details to Float cards. Below is a list of the most common vendors that bill in USD. Click the links below to be directed to the billing pages to update your card details. Pay zero foreign transaction fees by matching Float's card currency to the billing currency of the merchant.

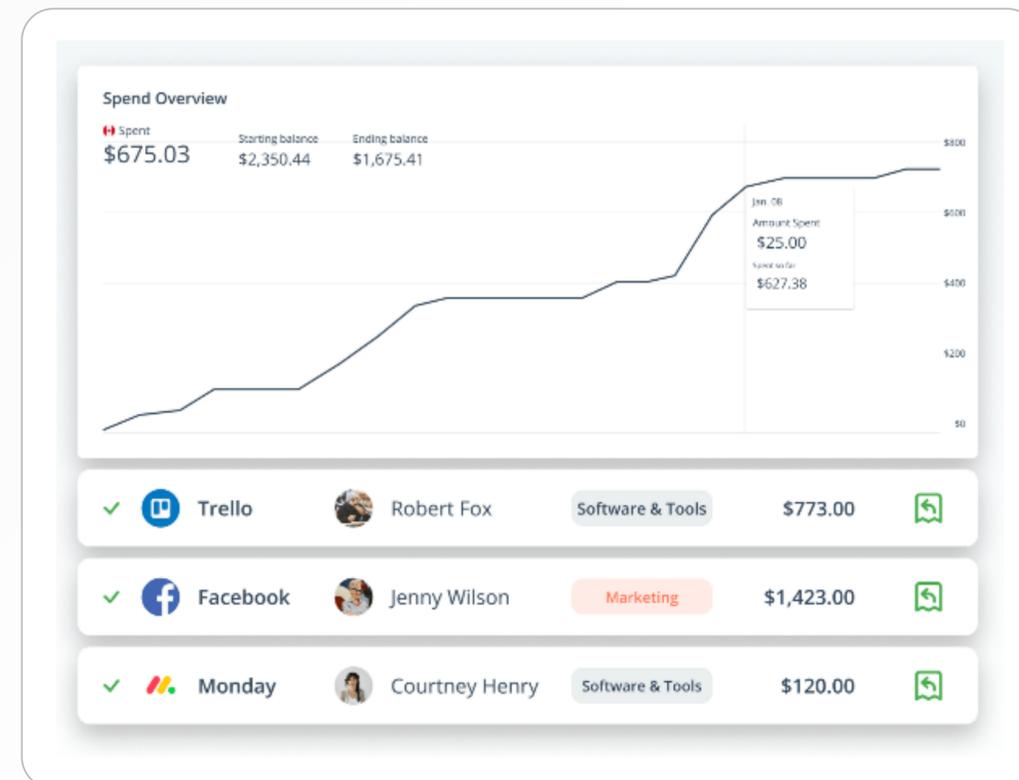
	<a href="#">Update Billing Here</a>		<a href="#">Update Billing Here</a>
	<a href="#">Update Billing Here</a>		<a href="#">Update Billing Here</a>
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# Review transactions in real time

## Step 4: Review transactions in real time 🏆

With Float, you can review transactions as they happen and track spending by team, vendor, or individual to identify big-ticket spends or questionable charges. Float admins can log into Float at their own convenience and review all of their company spending in real time. To get a full picture of company spending, go to the “Overview” page and then “Transactions” to filter by vendor, spender, or GL code. You can also view each card individually with the respective transactions.











# That's it!

Moving your company spend over to Float is the smartest way you can increase oversight and control over team spending while automating tedious admin tasks. Need help transitioning your spend over to Float? Reach out to [our team](#) - we're here to help simplify your business spend.

**Ready to get started? Log in to start creating your Float cards today.**