INSTRUCTIONS FOR UMB ON-LINE ACCESS

Please note: These instructions may change if the financial institution reconfigures the website. Please contact the WSU Office of Purchasing if you are unable to link to the following site:

https://www.commercialcardcenter.com
(this link works best when using Google Chrome or Firefox)

Step 1: Put in your full 16 digit credit card number in the “register now” section

Step 2: Change your delivery method (new accounts default to paper only).
Step 3: Enter your email address twice and submit. You won’t actually receive your statement via email, just the notification that it is available for you.