INSTRUCTIONS FOR UMB ON-LINE ACCESS

When you receive your card;
(1) Sign the back of it immediately. (Do not put “See ID”) The account is not valid without a signature.
(2) Always keep it in a secure place
(3) Register the account on the banks website. Following the instructions below.

Registration of your account gives you online access to view your statement and current transactions.

Note: These instructions may change if the financial institution reconfigures their website.

Contact the WSU Office of Purchasing if you are unable to access the website:

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: Select a password
Step 3: Return to front page to “Sign In”
Step 4: Log on to view account

If you forget your username and/or your password, just repeat the steps as listed above to reset the account access. If you have problems contact the BPC Admin.

The BPC Admin recommends logging into your account periodically through-out the month to monitor the account activity and verify no fraudulent activity has taken place.