

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

The screenshot shows the CommercialCardCenter.com website. The header features the 'commercialcard' logo. Below the logo, there is a blue horizontal bar. The main content area is divided into two columns. The left column contains a welcome message, instructions for registration, a list of services (Make Payments Online, Download Transaction History, Access and print PDF Statements, Company Level Account Administration), and a security notice. The right column contains a 'Sign In' section with fields for 'User Name' and 'Password', and a 'Register Now' section with a 'Card Number' field. Both sections have a 'Submit' button.

Step 2: Change your delivery method (new accounts default to paper only).

The screenshot shows the 'Account Summary' page on CommercialCardCenter.com. The header includes the 'commercialcard' logo and a banner with the text 'The card that works as hard for your business... as you do'. A navigation menu on the left lists 'Administration', 'Account Summary', 'Transaction History', 'Account Info', 'Payments', 'Help', 'Contact Us', and 'Sign Out'. The main content area displays account information for 'XXXX-XXXX-XXXX-XXXX'. The 'Statement Delivery Method' is highlighted in yellow and set to 'Paper Only', with a 'Change Delivery Method' link next to it. The 'Balance as of 06/18/15' is \$ 0.00, and the 'Minimum Payment Due' is \$ 0.00. The page footer contains links for 'Account Summary', 'Transaction History', 'Account Info', 'Payments', 'Help', 'Contact Us', 'Terms & Conditions', and 'Privacy'.

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.



commercialcard™ *The card that works as hard for your business...
...as you do*

- Administration
- Account Summary ▶
- Transaction History
- Account Info ▶
- Payments ▶
- Help
- Contact Us
- Sign Out

Account Info

[Cardholder Info](#) | [Change Password](#) | [Delivery Method](#)

Statement Delivery Method

You now have the freedom to choose how you would like to receive your credit card statement. Select the delivery method and click submit.

Your current statement delivery method is set to receive **"Paper Only"**.

- Receive Electronic Statements Only**
You will no longer receive a paper statement. You will get an email each month informing you when your statement is available to view online. A valid email address is required. If your email address has changed, please update it below.
- Receive Both Paper and Electronic Statement**
A paper statement will be sent to your mailing address and you will receive an email each month informing you when your statement is available to view online. A valid email address is required. If your email address has changed, please update it below.
- Receive Paper Statements Only**
You do not participate in the electronic statement service. A paper statement will be sent to your mailing address each month.

Email Address

Email Address:

Confirm Email Address:

[Account Summary](#) | [Transaction History](#) | [Account Info](#) | [Payments](#) | [Help](#) | [Contact Us](#) | [Terms & Conditions](#) | [Privacy](#)