

Cardholder Quick Tips

Now that you have set up your Treasury Central Credit Card User profile, here are some quick tips to help you apply for or manage your card:



Apply for a Credit Card

Click on the “My card” link in the left-hand menu and enter the requested information. Your card request will be routed to your Program Administrator for approval. Once approved, your card should arrive in seven to ten days.

Activate Your Card

To activate your card, click on “My cards” in the left-hand menu and click on “Activate card.” You will need your card in hand to complete the activation process.

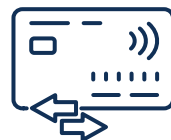


View Transactions and Statements

Your default view is a list of your current transactions. You can also view transactions from previous cycles, as well as view and download your statements from this screen.

Request a Temporary or Permanent Change to your Credit Limit

Need to request a temporary or permanent boost to your credit limit? Click on the “My cards” link in the left-hand menu and click on “Request credit limit change.” Your increased credit limit request will take effect once approved by your Program Administrator.



Misplaced Your Card or Need to Report Your Card Lost or Stolen?

If you have temporarily misplaced your card, you can lock and unlock your card via the “My cards” link. This action will temporarily prohibit transactions on your card. You can also request a replacement card or report your card lost or stolen via the same menu.

Request Access to Additional Merchant Types

Your Program Administrator can restrict the usage of your card to specific merchant categories. To view your permitted merchant categories or request changes to those merchant categories, click on the “My cards” link.



Set Up a Payment Account and Schedule a Payment

If you are responsible for the payment on your card, setting up a payment account and scheduling a payment is easy. To add a payment account, click on the “Add payment account” link. To schedule a payment or set up Auto Pay¹, click on “Make a payment” or “Set up autopay.” Depending upon your Company’s billing arrangements, you may not have payment functionality available to you.

¹ Once scheduled, Auto Pay will be effective as of the next billing cycle. It is not effective on the current cycle.