

Program Administrator Quick Tips

Now that you have set up your Treasury Central Credit Card Program Administrator (PA) profile, here are some quick tips to help you manage your card program:



Invite Existing Cardholders to the Platform

The cardholders included on your original application will already be visible on the platform. To invite those cardholders to access their cards online:

1. Click on “Users” on the left-handed menu and verify that the email address listed next to the cardholder is correct.
2. Click on the ellipsis next to the cardholder’s name and select “Send invitation.” This will send an activation email to the cardholders inviting them to activate their Treasury Central Credit Card profile. To invite multiple users at one time, click on the check box next to the name and click on the “Invite selected” button.

Invite Employees to Apply for a Credit Card

To invite employees to apply for a credit card, you first need to add them as Users on the platform. Click on “Users” and then click on the “Add user” button. Once the Users activate their Treasury Central Credit Card profiles, they can apply for a card via the “My Card” link.



Update Employee Cardholder Limits

PAs can manage the credit limits of all Company cards within the confines of your Company’s overall credit limit. To adjust a cardholder’s credit limit, click on the ellipsis to the right of a cardholder’s name. Select “Manage cards,” and then click on the “Update credit limit” link. PAs can set temporary credit limits for a defined period or permanently increase a credit limit.

Organize your Users and Cardholders into Departments

Set up Departments to segment your reporting into various employee groups. Click on “Departments” and then click on “Add department.”



Control Where Employees Can Use their Cards

To place controls on the types of transactions your employees can conduct, visit the cardholder’s Card Profile, then click on the “Update merchant category groups” button¹. All merchant categories are enabled by default.

Set Up a Payment Account and Schedule a Payment

If your company has selected Consolidated Pay, payment will only be due on the Control Account. To schedule a payment or set up Auto Pay on the Control Account:

1. Click on the “Add payment account” button on the Home screen and add payment account details.
2. Click on “Make a payment” or “Set up autopay” as appropriate.



¹ Merchant Category Codes (MCC) are assigned to merchants by their acquiring bank. Stifel Bank is not liable for any loss resulting from transactions processed by merchants you intended to block, but were processed due to the merchant’s assigned MCC code.

² Once scheduled, Auto Pay will be effective as of the next billing cycle. It is not effective on the current cycle.