

## Registering a KUCR Pcard with UMB Bank

To access your account online, you must first register your card on [www.commercialcardcenter.com](http://www.commercialcardcenter.com)

commercialcard<sup>SM</sup>

Welcome to CommercialCardCenter.com, please use the **Register Now** feature and enter your card number in the lower, right-hand section of this screen to begin account registration. Upon login Electronic statements can be enabled through the Delivery Method screen in Account Info.

If you have difficulties remembering your user name or password, simply begin the reset process by entering the 16 digit card number in the space provided under **Register Now**.

Commercial Card Center provides quick access to manage your account at your convenience. You will be able to take advantage of the following services:

- Make Payments Online
- Download Transaction History
- Access and print PDF Statements
- Company Level Account Administration (Contact the Card Center for details)

If you have any questions about this service, please call 1-888-494-5141.

### Security

All information provided on this site is encrypted to ensure your privacy and security.

### Sign In

Please sign in to access your account.

User Name:

Password:

\*Password Reminder: Please note, your password contains both upper and lower case letters and at least one number

### Register Now

Please enter your credit card number.

Card Number:

Enter your entire 16 digit credit card number here.

Hit submit.

Next enter your Security Verification information:

1. SSN (last 4 digits only). KUCR does not use your social security number for a KUCR Pcard. Your KU employee ID number is used. You can find your employee ID number on your paycheck stub.
2. Enter the expiration date: month/year. You must enter the slash between the month and year or you will receive an error message.
3. Zip code as found on your initial paper work from Visa or from your statement.

commercialcard<sup>SM</sup>

### Security Verification

For security purposes, please enter the following information.

SSN:  1.  
(Last 4 digits only)

Expiration Date:  2.  
(mm/yy)

Zip Code:  3.

1. Enter in the last four digits of your KU employee ID number. Your SSN is not used for your KUCR Pcard.
2. Enter expiration date from front of your card. You must include the slash between the month/year
3. Enter your zipcode as listed on your VISA card sheet.

The next screen is asking about Computer Identification. UMB wants to know if you want the Commercial Card Center website to remember your computer IP address. This is entirely up to you as to how you want to proceed.

Answering yes means that you will be able to login to the website without answering security questions each time you log in.

Answering No means that you must answer security questions each time you log in.



## Computer Identification

For identification and access purposes, this website has been enabled to identify the computer you are using to access it. If the computer you are using is going to be the one you use regularly to access this website, we can capture the IP address of the computer and store it with your user identity. This will help prevent unwanted users from using your personal information to gain access to your account. The IP address of the computer that you are using to access this website is [REDACTED]. Would you like us to capture this IP address?

Yes  No

You are now ready to create a User Name and Password.

Please note that passwords must contain both upper and lower case letters and at least one number.

If you are registering a card under your name, you can choose the login information of your choice. If you are registering a departmental purchasing card, we suggest something generic as multiple staff may need to assess the online account information such as the departmental name or project name i.e., CPPR Purchasing 2 as the user name and then a password that can be shared.

It is important to note that this is a view only website and that no changes can be made to an account from this website.



## Member Registration

Please create a user Name and password for your account.

Please note, passwords must contain both upper and lower case letters and at least one number.

User Name: (4-20 characters)

Password: (8-20 characters)

Confirm Password:

Enter your email address. A valid email address is required to complete the enrollment process. Your electronic statement notification will be sent to this email address, if selected.

Email Address:

Confirm Email Address:

**Creating a User Name**  
When creating a user name, pick something easy to remember but difficult to guess.

- Substitute numbers for letters
- Use abbreviations
- Don't use your password

**Creating Secure Passwords**  
The #1 rule to safeguard your password is never give it out. We will never ask you for your password.

- Mix both letters and numbers
- Use upper and lower-case letters
- Use phrases
- Don't use single words
- Don't use your user name

1. Create unique user name.
2. Create password with both upper and lower case letters and at least one number.
3. Confirm password.
4. Enter email address.
5. Confirm email address.

You are now ready to access your account online. Enter your User Name and Password into the Sign In boxes and hit submit.



## Authentication Successful! Please sign in below using your User Name and Password.

Welcome to CommercialCardCenter.com, please use the **Register Now** feature and enter your card number in the lower, right-hand section of this screen to begin account registration. Upon login Electronic statements can be enabled through the Delivery Method screen in Account Info.

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### Security

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### Sign In

Please sign in to access your account.

User Name:

Password:

\*Password Reminder: Please note, your password contains both upper and lower case letters and at least one number

Submit

### Register Now

Please enter your credit card number.

Card Number:

Submit

The User Name has been redacted for security reasons.

The first time you sign in, you will be prompted to answer security questions. The first question are:

1. Last Payment Amount, this will always be zero
2. State: This depends on your official local, if your office is in Kansas, use KS, if your office is in Maryland us MD
3. Zip Code: this is the zip code for your work address: refer to Visa document or application if unsure
4. Expiration Date: see front of card

You will be able to see your current posted and pending transactions as well as your credit limit and current available credit amount. You will also be able to see 3-6 months of electronic statements if you have elected to have electronic statements.

## Security Verification

This website does not recognize the computer you are using to access your account. For security purposes, please enter the following information.

Last Payment Amount:

State:

Zip Code:

Expiration Date:  
(mm/yy)

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You are once again prompted for Computer Identification. Again this is a personal choice.

## Computer Identification

For identification and access purposes, this website has been enabled to identify the computer you are using to access it. If the computer you are using is going to be the one you use regularly to access this website, we can capture the IP address of the computer and store it with your user identity. This will help prevent unwanted users from using your personal information to gain access to your account. The IP address of the computer that you are using to access this website is XXXXXXXXXX. Would you like us to capture this IP address?

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You are now logged into your account. Things you will be able to see are:

1. The last 4 digits of your card number, address and phone number. For the phone number KUCR Pcards have KUCR assigned phone numbers and these are NOT to be changed. The work phone number is for the Assistant Director of Research Procurement at KU Research and the home phone number is a cell phone number for Visa to contact KU Research staff in case of an emergency.
2. Pending transactions
3. Available credit
4. Total monthly credit limit
5. You can view transaction history and
6. Pending Transactions