Registering a KUCR Pcard with UMB Bank

To access your account online, you must first register your card on www.commercialcardcenter.com

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.

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.

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.
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.

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.

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

**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:** [Redacted]
- **State:** [Redacted]
- **Zip Code:** [Redacted]
- **Expiration Date:** [Redacted]

Submit

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