CARDHOLDER INSTRUCTIONS

Commercialcard is a web-based tool which provides real-time electronic transaction and billing information to cardholders, allows access to four months of statement cycles, and all transactions for the current cycle.

- All cardholders should note three months of non-use will be locked out of their information and re-enrolling will be necessary.

To enroll, change password, or re-enroll, simply register the account by entering your card number in the space provided under **Register Now**.
The cardholder will then be prompted to enter three to four pieces of information for verification purposes. The cardholder might be asked to enter the following information:

- CVV: Three-digit number located on the bank of your card
- State: WY
- SSN: Last 4 digits only (For department cards and travel cards, the SSN will be 9999)
- Zip Code: 82071 or zip code that was put on your cardholder agreement
- Card Expiration Date: (mm/yy)
- Last Payment Amount: $0

The cardholder will then be prompted to create their own unique username (for new enrollees and re-enrolling) and password in order to complete the enrollment process.

You will need to click “Yes” for Computer Identification if you do not want to complete the security questions every time you log in.
The **Account Summary** page gives a quick overall view of the account. This page will give information as statement billing address, current balance, available credit, current amount due and last payment amount.
The **Transaction History** page allows the user to view the last four statement periods as well as current transactions not yet billed.

![Transaction History](image)

Transaction history may not include any changes pending.

The **Pending Transactions** page shows real-time charges that have been made but not yet posted. This page will also indicate whether a transaction was approved or declined.

![Pending Transactions](image)

December 2022
Cardholders must elect to receive electronic statements (paper statements are not available for UW). By going to the **Account Info** page, the Commercialcard user simply selects the electronic statement delivery method and provides their email address to enroll for this service.
The day following the statement date, an email notification will be sent to the cardholder to notify them that their statement is ready to view with a link to the CommercialCard website.
By going to the **Statements** page within Commercialcard, the cardholder can view and/or print their electronic statement which closely resembles the standard paper statement. A sample is shown on the next page.