

Instructions for UMB On-Line Account Access

When you receive your card;

- (1) Call the number to activate it
- (2) Sign the back of it immediately. The card is not valid without a signature.
- (3) Always keep it in a secure place
- (4) Register the account online on the banks website so that you can gain access to view your account activity.

Please Note: These instructions may change if the financial institution reconfigures their website.

Contact the BPC Administrator if you are unable to access the website:

www.commercialcardcenter.com

(This link works best when using Google Chrome or Firefox)

To register your account proceed with the following steps:

Step 1: Put your full 16 digit credit card number in the "register now" section and type the security phrase as shown.

Step 2: You will be prompted to input the last 4 digits of your SSN, the expiration date of the BPC account and your zip code associated with the account which is 67260. Sometimes it might ask you what the last payment amount is. The correct answer is zero.

Step 3: If you are using your work computer to log on then click "Yes" to enable the website to identify your computer.

Step 4: Member Registration Select a user name and password as directed. The email information should populate automatically (it was removed here for training purposes).

Step 5: Once the account has been authenticated you may Log on to view your account activity.

If you forget your username and/or your password, just repeat the steps as listed above to reset the account access.

If you have problems contact the BPC Admin.

During the initial set-up process of your account, the statement delivery option is set to default to Paper Only. Prior to issuing the card, the BPC Administrator, will change this option to the Paper and Electronic. You will receive an initial email notification thanking you for signing up for electronic consent. Assigning the statement delivery method in this format, sets up the account to archive your statements.

When each statement cycle period closes you will receive an electronic notification. This gives you the opportunity to log in to review your statement up to 5 business days before the paper statement arrives. The BPC Administrator recommends logging into your account periodically through-out the month to monitor the account activity and verify no fraudulent activity has taken place.