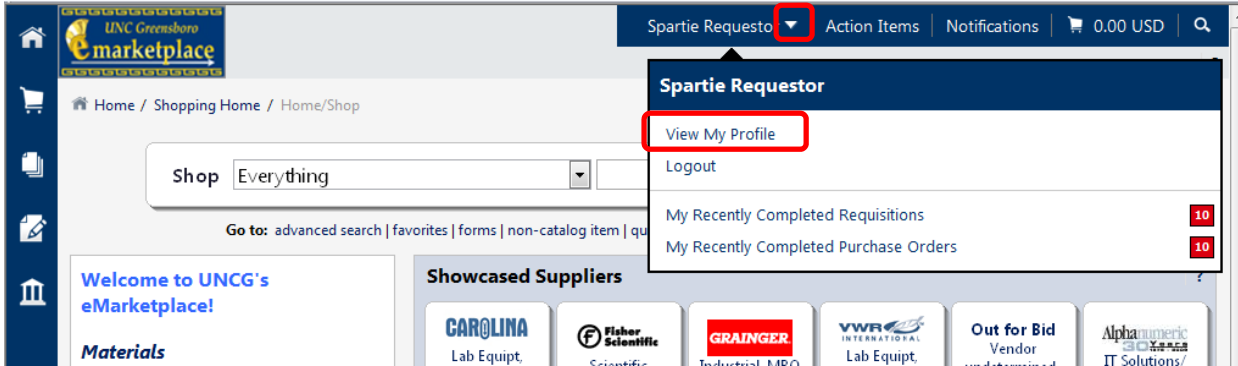


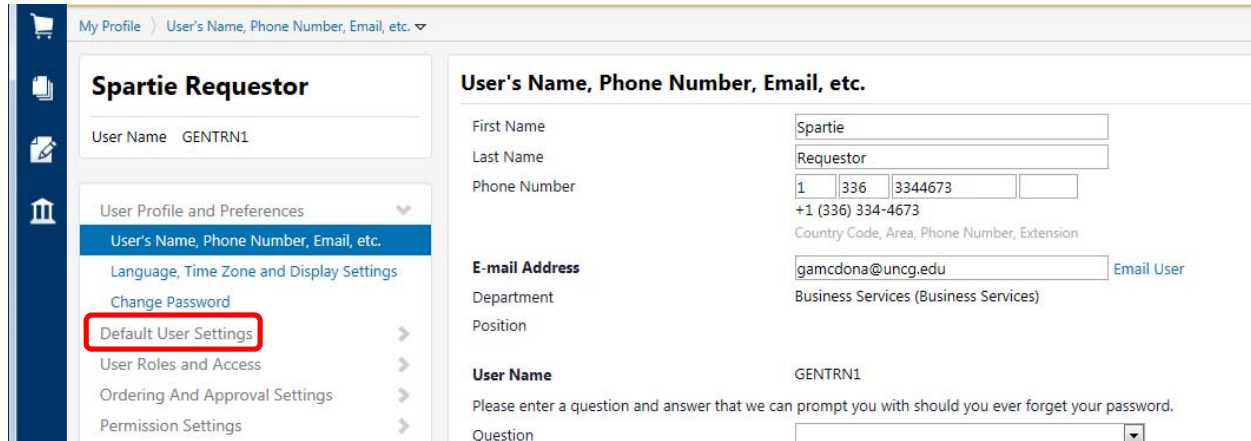
Adding PCard(s) to Profile and Updating Existing PCard Information

To add a PCard to your Profile...

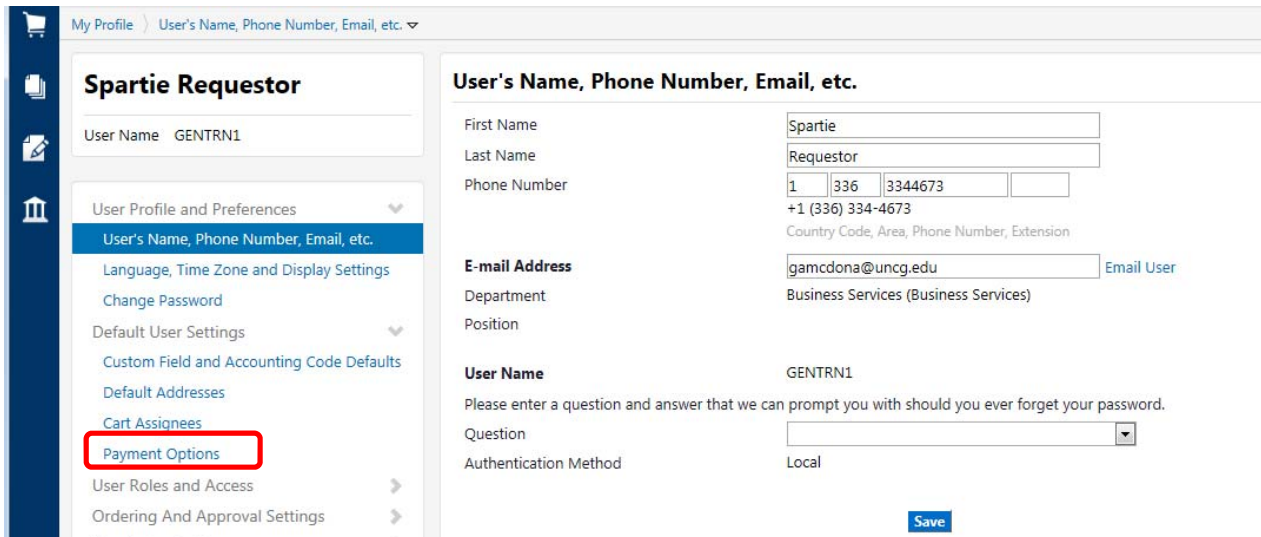
1. Click the down arrow next to your name and select 'View My Profile'.



2. Expand 'Default User Settings' from the menu on the left.

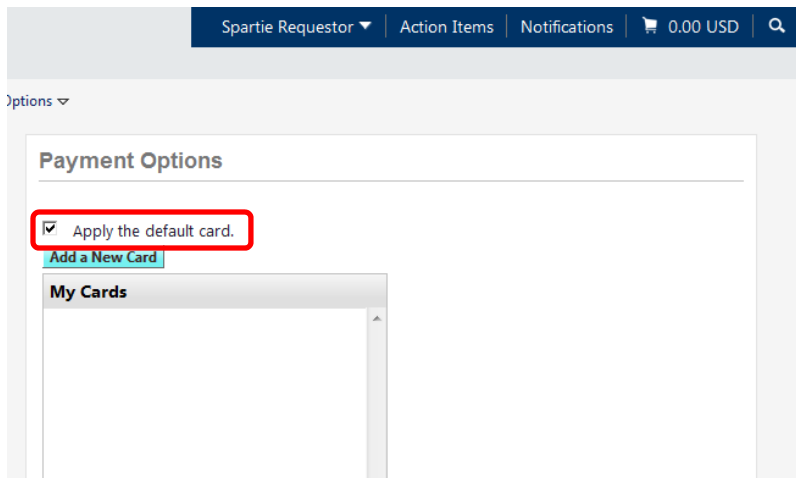


3. Select 'Payment Options'.

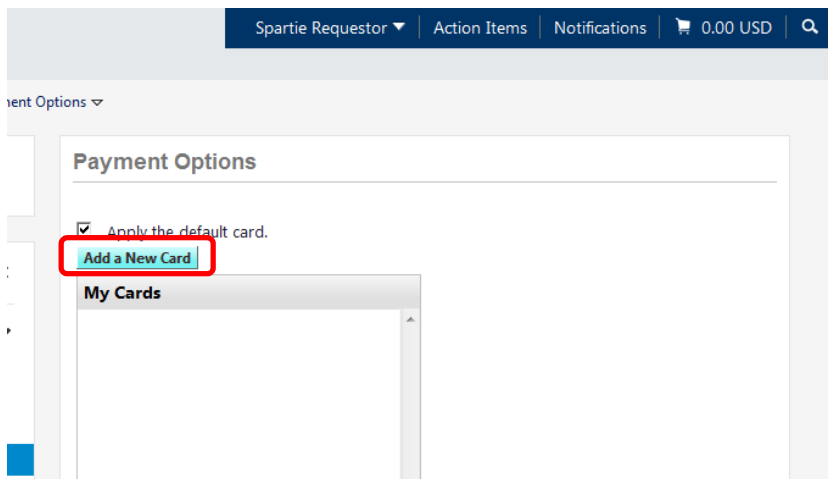


4. If the card you are adding will be the default payment method, click the **Apply the default card**.

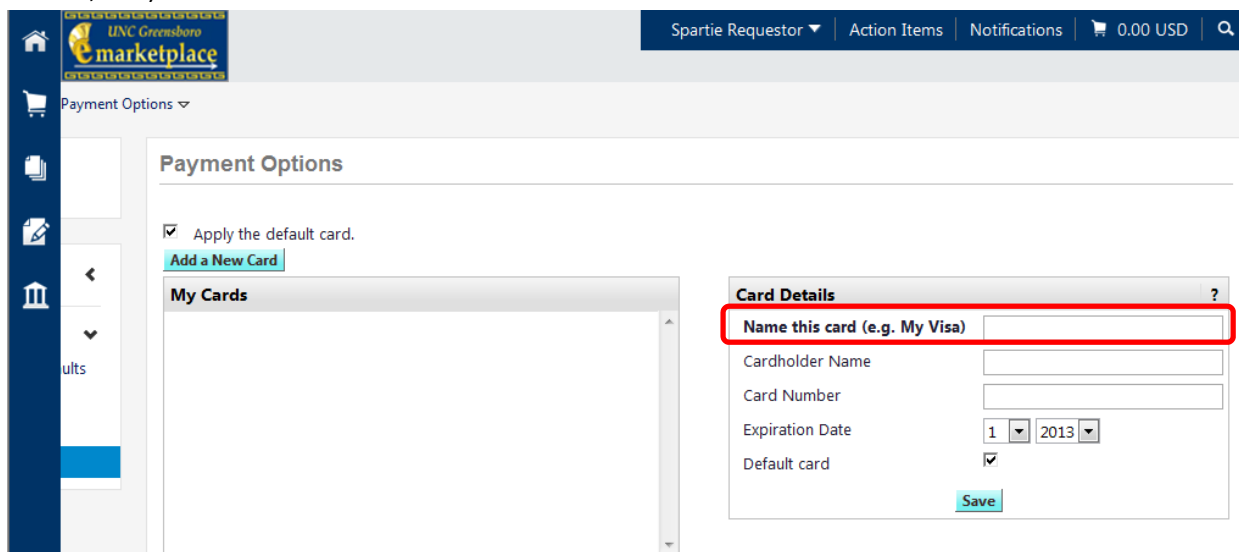
NOTE: This will apply the default credit card to every order you create.



5. Click the **Add New Card** button.



6. Click inside the **Name this card (e.g. My Visa)** text box and type in a nickname for the card. (ex: "My PCard", "Tony's PCard", etc.)



7. Type in the **Cardholder's Name, Card Number and expiration date** (as it appears on the card) and click **Save**.

UNC Greensboro marketplace

Spartie Requestor | Action Items | Notifications | 0.00 USD

Payment Options

Apply the default card.

[Add a New Card](#)

My Cards

Card Details ?

Name this card (e.g. My Visa) Spartie's PCard

Cardholder Name Spartie Requestor

Card Number xxxxxxxxxxxxxxxxxxxx

Expiration Date 1 2015

Default card

[Save](#)

8. Continue to add cards as needed by clicking the **Add New Card** button and continuing as you did above.

UNC Greensboro marketplace

Spartie Requestor | Action Items | Notifications | 0.00 USD

Payment Options

Apply the default card.

[Add a New Card](#)

My Cards

Card Details ?

Name this card (e.g. My Visa) Spartie's PCard

Cardholder Name Spartie Requestor

Card Number xxxxxxxxxxxxxxxxxxxx

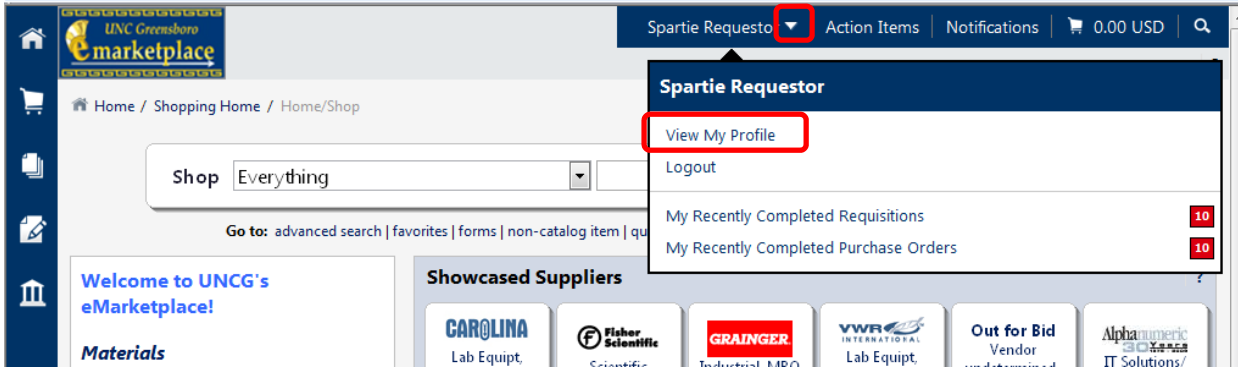
Expiration Date 1 2015

Default card

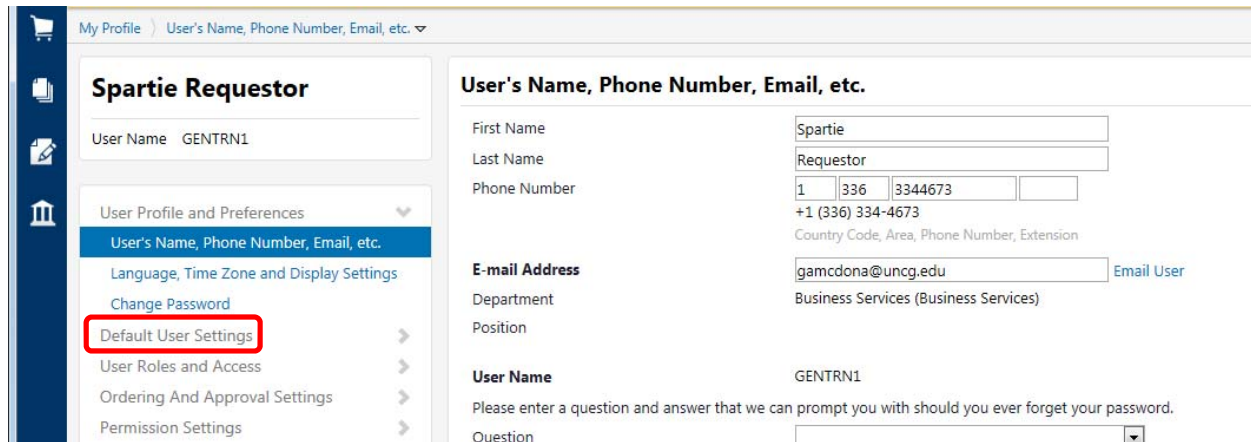
[Save](#)

To Update Your Existing PCard information –

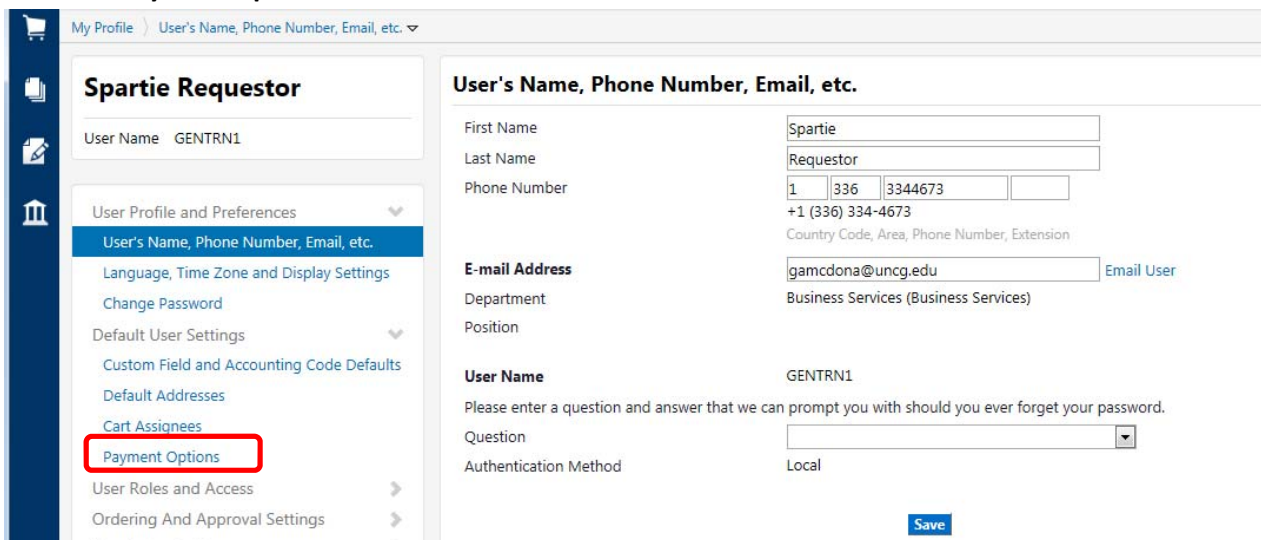
1. Click the down arrow next to your name and select 'View My Profile'.



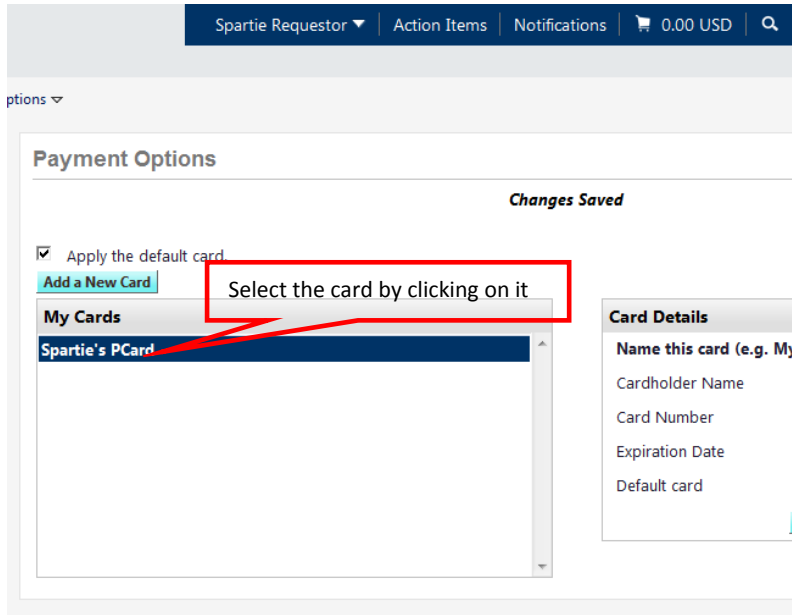
2. Expand 'Default User Settings' from the menu on the left.



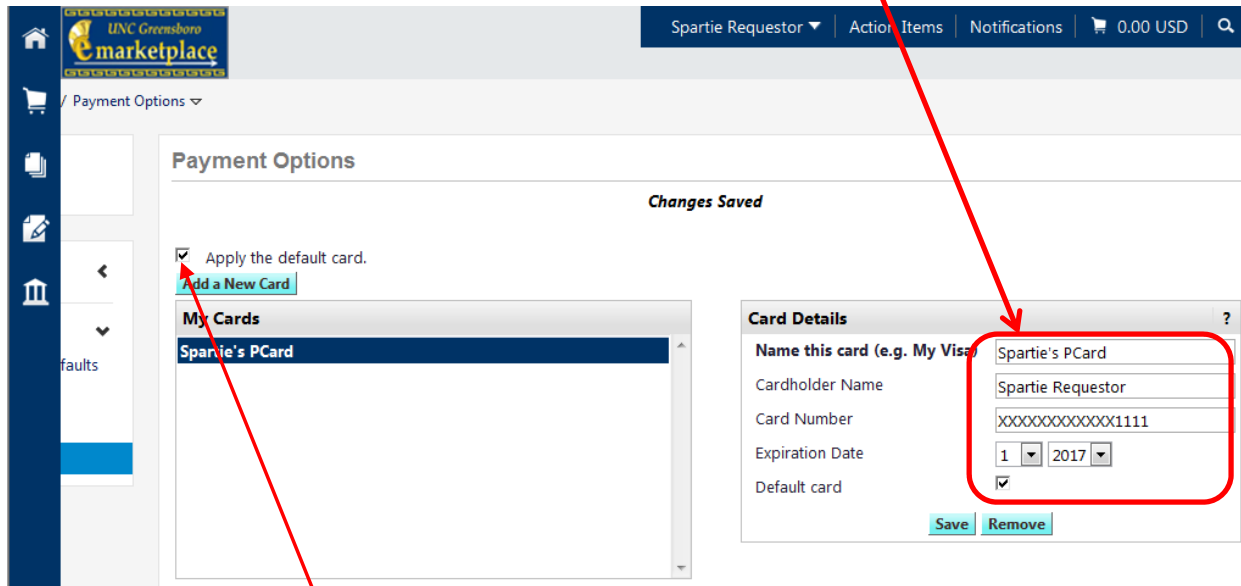
3. Select 'Payment Options'.



4. Click on the PCard located under My Cards on the left.



5. The card information is shown on the right. You can edit the card information with a new number, expiration date, or Cardholder name.



NOTE: If you have 'Apply the default card' checked, any carts created before the profile changes were made retain the old PCard values.