### **Payment Center Instructions**

#### **IMPORTANT**:

- Internet Explorer does not work well with Payment Center. We recommend using Google Chrome or Mozilla Firefox.
- For an electronic statement to be generated, you must have created your Payment Center account <u>prior</u> to the end of that cycle. The system is not retroactive. If you did not create your Payment Center account early enough, you will receive a paper statement instead.

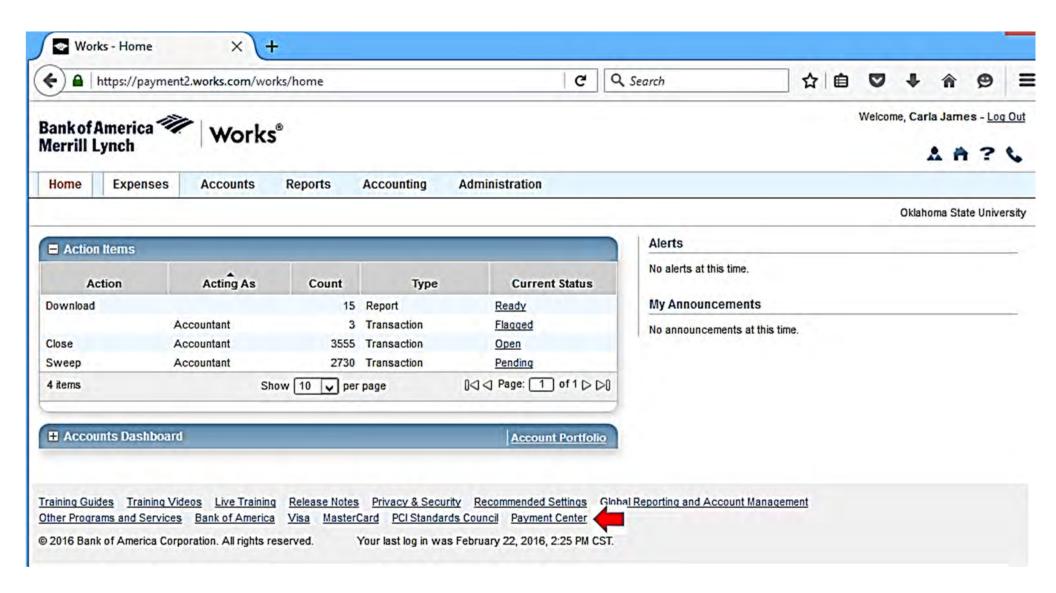
### Index:

Create Your Account Pages 2-10
Set up Electronic Statements Pages 11-12
Retrieve Your Statement Pages 13-15

#### **Create an account in Payment Center**

1. Log in to Works. At the bottom of the page, you will see several links. Click [Payment Center].

Note: This is simply a shortcut. **Works** and **Payment Center** are two separate programs; they do not communicate with one another.



## 2. Choose [Not registered?]



Enter credentials	Additional Information		
User ID	Forgot your password? Reset Logon credentials?		
Password (Forgot your password?)	Registration  Not registered?		
Language  English (united States)			
English (United States)			
LOG ON			
	Mr. May 1		

Terms & Conditions Privacy Policy

Supported Browsers: Microsoft Windows version of Internet Explorer 9.0 or 10.0, Google's most current version of Chrome and Mozilla's most current version of Firefox

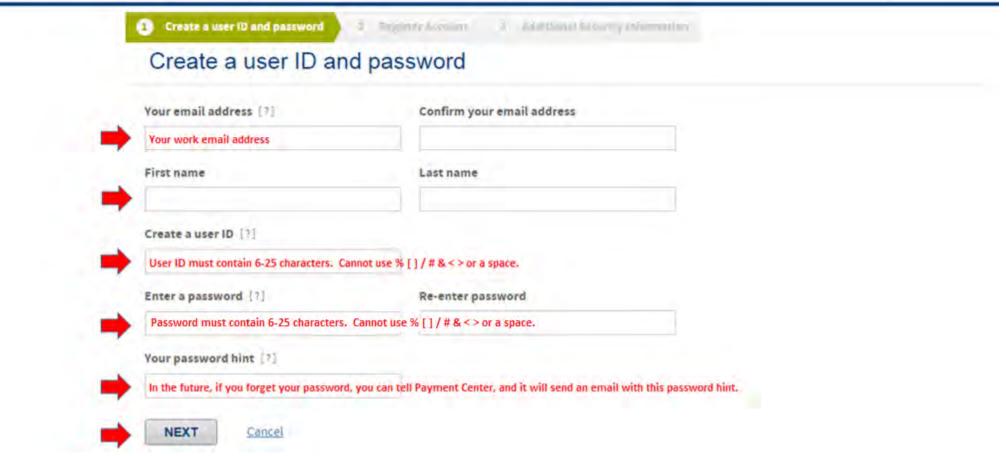
3. Insert the account number embossed on the front of your Pcard. Do not use spaces or dashes.





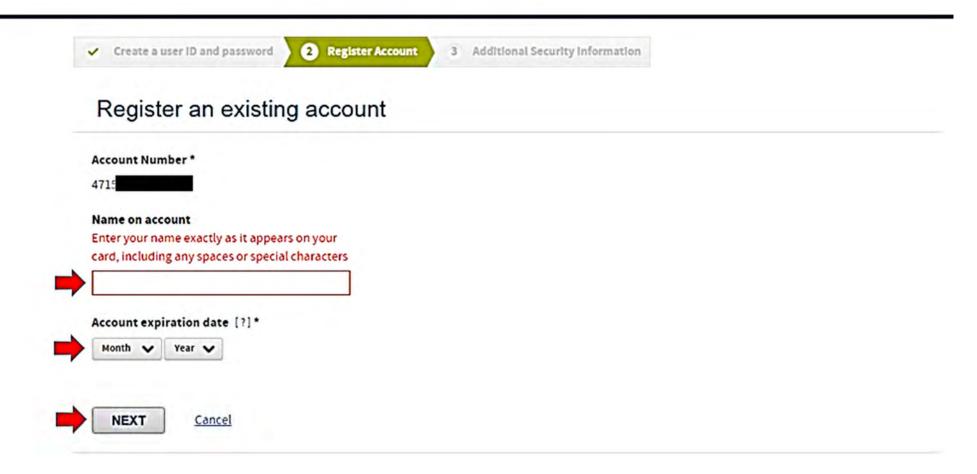
4. Create a user ID and password.





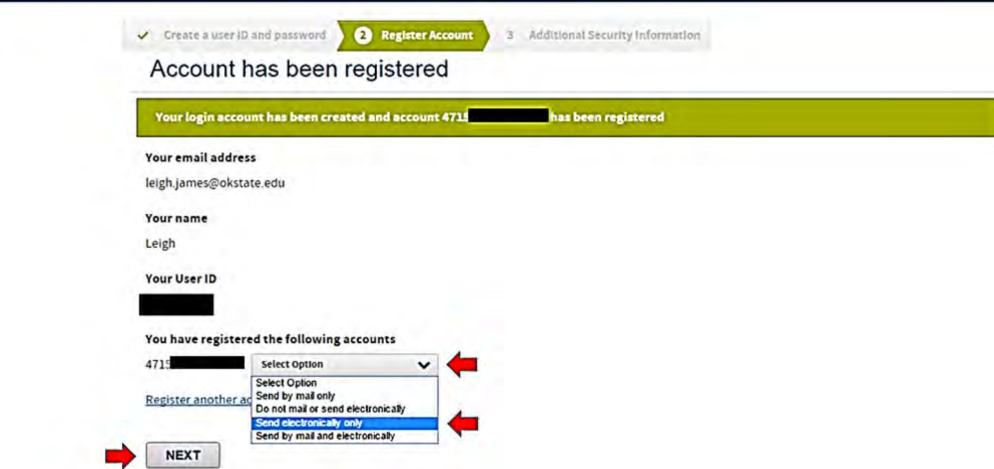
5. Register your account. When entering your name, be sure to type it EXACTLY as displayed on the front of your Pcard. Be sure to include any punctuation and spacing.





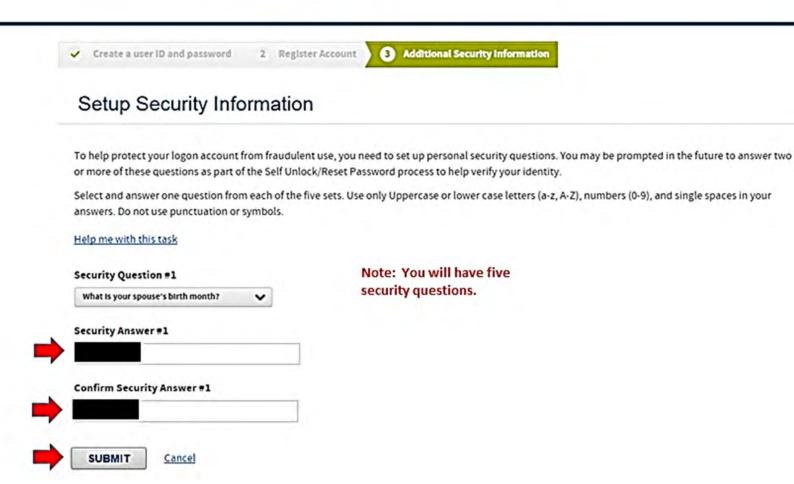
6. Set your statement to be sent to you electronically. Note: If you have no transactions for a particular cycle, a statement will not be generated.



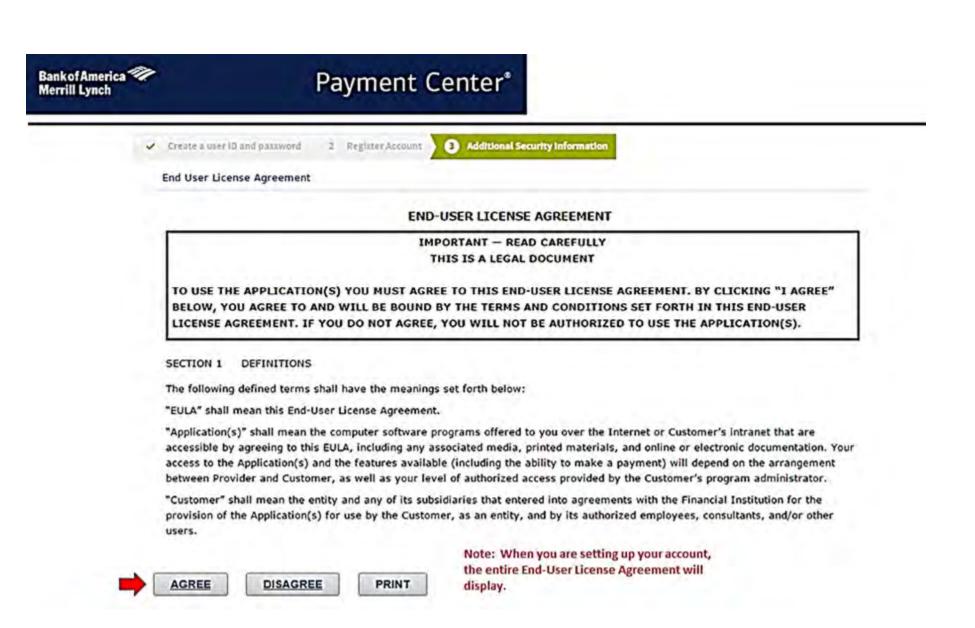


7. Set up the five security questions and [SUBMIT].

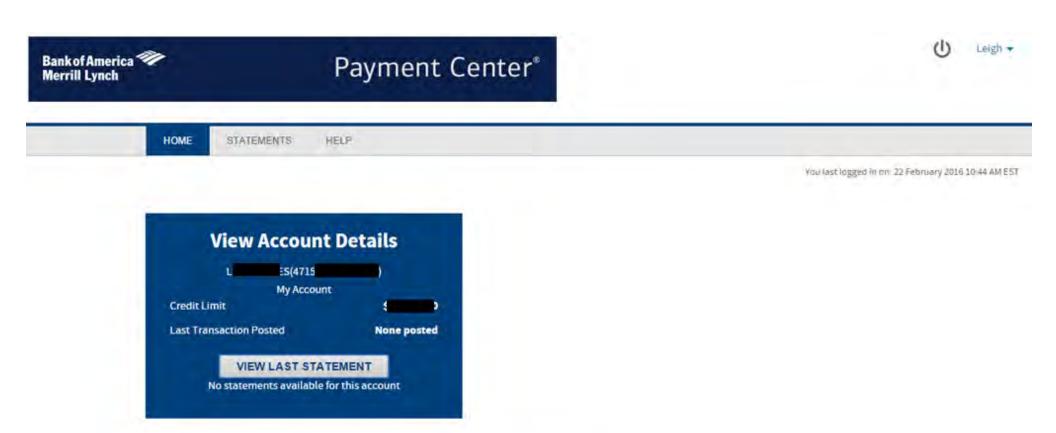




8. Review and agree. Note: The example below is only a small part of the agreement. Be sure to review the full statement before continuing.



9. Your account has been created.

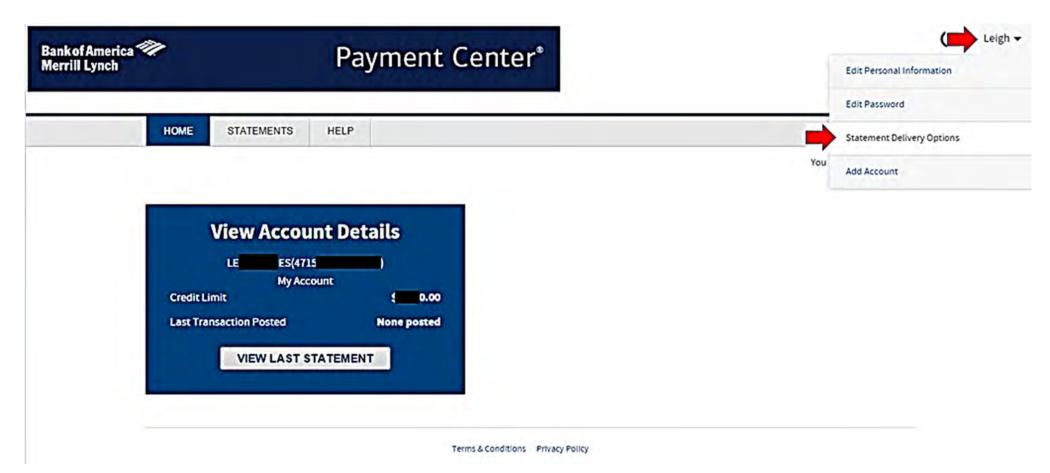


Terms & Conditions Privacy Policy

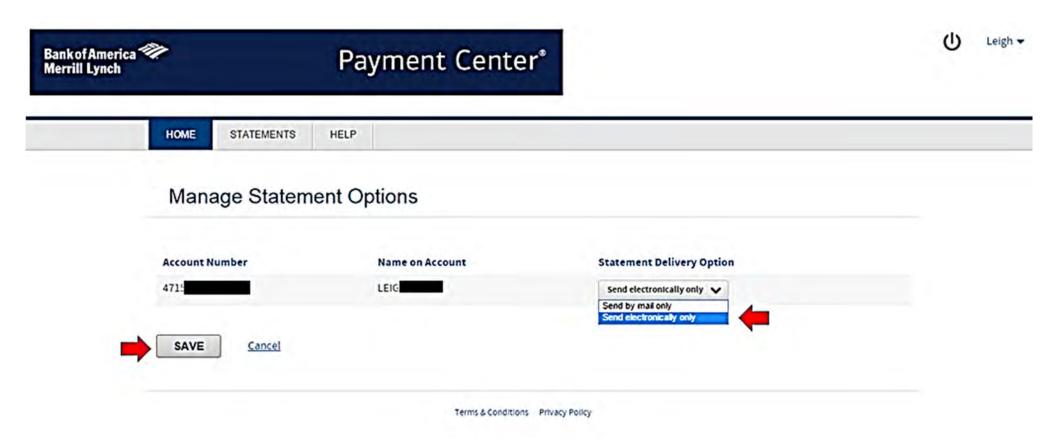
# **Set up Electronic Statements**

If you did <u>not</u> set up the option in number six above, below are instructions for changing your Statement Delivery Option to Electronic Delivery.

1. Click on your user name and choose [Statement Delivery Options].



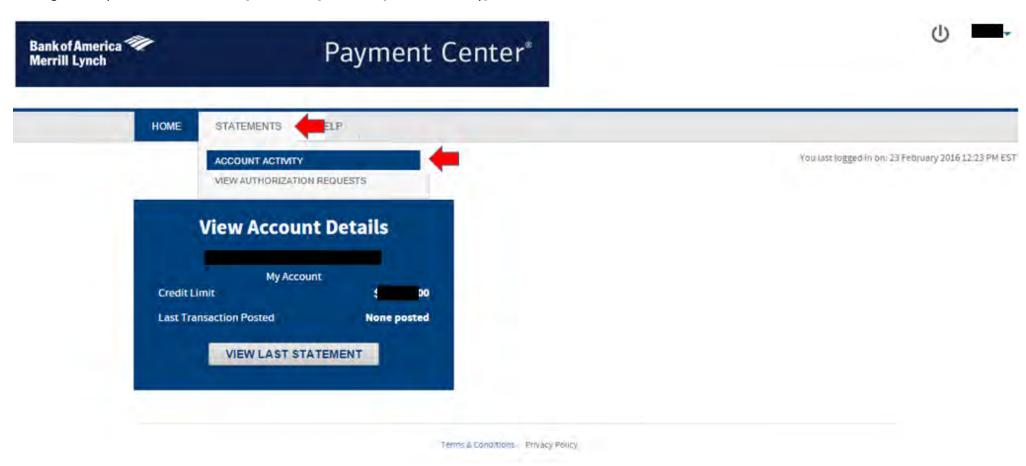
2. From the dropdown box, choose [Send electronically only] and [SAVE]. The task is complete.



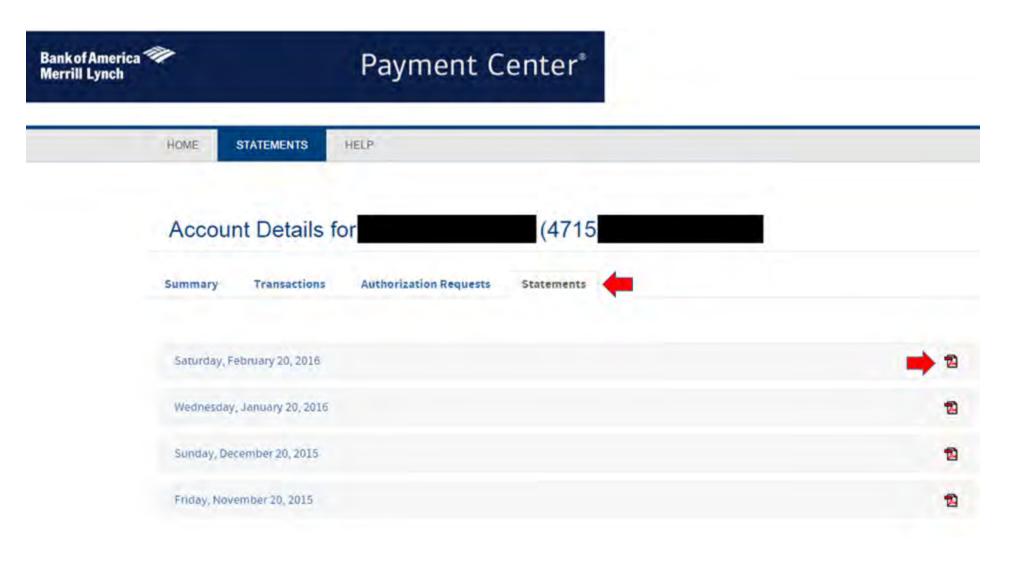
## **Retrieve Your Electronic Statement**

#### Note:

- If you had no transactions for the cycle, a statement will not be generated.
- This process is not retroactive. You must have created your Payment Center account a few days prior to the end of cycle to receive a statement for the previous month.
- 1. Log in to Payment Center. Choose [Statements] and then [Account Activity].



2. If an electronic statement has been generated, click on the Acrobat icon to open or save your statement.



3. You may view or save your statement. This task is complete.

0010004715	



Assessment Info		January 21, 201	Cardholder Activity			
	ccount Information Payment Information			Account Summary		
Mail Billing Inqu BANKCARD CEI PO BOX 982238 EL PASO, TX 79 Customer Servi	VTER 998-2238 ce:	Days in Billing Cycle	\$30,000 \$0 	Cash		
1.888.449.2273 2	4 Hours	Total Activity				50.00
TTY Hearing Im		THIS IS NOT A BI	LL - DO NOT PAY			\$23,399,41
1.800.222.7365 2 Outside the U.S. 1.509.353.6656 2 For Lost or Stol 1.888.449.2273 2	: 14 Hours en Card:			Accounting Cox		
Transactions						- 1
Posting Transact Date Date	on Description		Reference Number	MCC	Charge	Credit
01/21 01/20 01/22 01/21 01/22 01/21 01/22 01/21	WM SUPERCENTER #13 LOWES #00241* S		2469216602100013891 2444500602240015280 2469216602200060756 2469216602200063846	8909 5411 8959 5200	127.94 160.36 196.81 16.20	
01/22 01/22	AIRGAS CENTRAL	TULSA OK	2443565602220059940	4229 5169	30.00	
01/22 01/21		N C STILLWATER OK	7469216602200063846		****	127.94
01/25 01/22	EWING ELECTRIC MOTO UFIRST "LAUNDRY SVC:		2427074602347690007		88.30 142.60	
01/28 01/27	WW GRAINGER	877-2022594 PA	2475542602812028094	5369 5085	118.34	
01/29 01/28	KINNUNEN SALES & REI		2469216602900004875		143.70	
01/29 01/28	SHERWIN WILLIAMS #79 WAL-MART #0137		2461043602800403347		110.51 80.14	
02/01 01/29	IMAGENET CONSULTING		2405523602936017287		179.19	
02/01 01/29	STILLWATER WINLECTE	C STILLWATER OK	2469216603000058530	1324 5074	122.11	
02/01 01/29	CHEM CAN SERVICES WW GRAINGER	580-2371267 OK 877-2022594 PA	2427074603047230044 2475542603012030113		700.00	
	0 0000000 0000		104114114111411	int Number: XXXX		
				ry 21, 2016 - Febr		71
PA.	NK OF AMERICA		Total	Activity		\$23,399
	BOX 15731 MINGTON, DE 19886-5731		Cardh	older Signature		Date

This is an electronic recordiction of your statement and may not contain all of the disclosures included with your occinal statement