CommercialCard is a web-based tool which provides for real-time electronic transaction and billing information to cardholders and program coordinators, allows access to 4 months of statement cycles, and all unbilled transactions for the current cycle. CommercialCard also provides electronic statements for cardholders or administrators with an automated email alert sent to notify the user when the statement is ready to be viewed or printed.

To enroll as a cardholder, simply register the account by entering your card number in the space provided under Register Now.
The cardholder will then be prompted to enter four pieces of information for verification purposes. The cardholder must enter the following information:

- Validation Number (CVV code)
- State
- Zip Code (from statement address)
- Card Expiration Date

The cardholder will then be prompted to create their own unique username and password in order to complete the enrollment process.
The Account Summary page gives a quick overall view of the account. This page will give you such 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.

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.
Cardholders and Coordinators can elect to receive electronic statements in addition to their paper statements. By going to the Account Info page, the CommercialCard user simply selects the paper and 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.
Your electronic statement is now available online at http://www.commercialcardcenter.com. Sign in now to view your statement, review your account transactions, make a payment, and much more.

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If you have any questions about using this service contact us at 1-888-494-5141.

Email Tracking number for your convenience: 0243-090204-397664-0002

Thank You.

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.