

## Instructions

Use this Applicant Guide to apply for a Purchasing Card. Your application will be automatically routed to your approving manager and you will be notified by e-mail of your application's status.

## Logging In

- 1) Open your Internet Browser.
- 2) Enter the following in your address bar:  
[www.paymentnet.com](http://www.paymentnet.com)
- 3) Enter the following on the PaymentNet Login Screen:  
**Organization ID:** US00962  
**User ID:** pcardapp  
**Pass Phrase:** webcap
- 4) Click .
- 5) Click  to begin your application.

## Selecting Your Approver & Card

- 1) Under "Select An Approver," please choose your Manager's name. For most this is their VP.

- 2) Under "Select A Card Type," choose the card for which you are applying.

## Completing The Application

If you would like to save your application without submitting it to your Manager, click  at any time. You will receive an Application Number (on your screen and via e-mail) that can be used to access your application at a later time (simply login to PaymentNet using the same login information).

- 1) Fill out the application, paying special attention to the following fields:
  - **Primary Address:** Enter your work address: 163 Stormont St, New Concord, OH 43762.
  - **Statement Address:** Leave these fields blank.
  - **Employee ID:** This is on your College ID or your paycheck stub.
  - **Hierarchy Level & ID:** If you do not know this information, leave blank.
  - **Reason for Application:** Please describe the intended use for the card and the credit limit you are requesting.
  - **Accounting Code 1:** This is the department no., or first 5 digits, of the account no. used for expenses.

- **Accounting Code 2:** This will be blank unless the card is for a student activity account, then fill in the last 5 digits of the no.
  - **Embossing:** This is the account name that should be embossed on the card under your name, such as "GEOLOGY DEPT"
- 2) To print a copy of your application, click .
  - 3) When you are finished with the application, click .
  - 4) You will receive an e-mail with an Application Number. You will also receive an e-mail once your Approver has approved your application.
  - 5) Once your application has been approved, your card will be issued.

## Additional Notes

The default credit amount is \$500. If you desire a different amount, please include this in your "Reason for Application" section. Single transactions limits are set to one half the credit limit. If you require something different, please indicate as well.