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 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?]

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

Bank of America Merrill Lynch

Payment Center ®

Provide Account Number

Account Number

4715▮▮▮▮▮▮▮

NEXT   Cancel

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

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.

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✓ Create a user ID and password   2 **Register Account**   3 Additional Security Information

Register an existing account

Account Number *
4715

Name on account
Enter your name exactly as it appears on your
card, including any spaces or special characters

➡️ [   ]

Account expiration date [?] *

➡️ [Month ▾] [Year ▾]

➡️ [NEXT]   Cancel

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.

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✓ Create a user ID and password   **2** **Register Account**   3 Additional Security Information

Account has been registered

Your login account has been created and account 4715█████ has been registered

Your email address

leigh.james@okstate.edu

Your name

Leigh

Your User ID

██████

You have registered the following accounts

4715██████   Select Option   ⌄

| Select Option |
| Send by mail only |
| Do not mail or send electronically |
| Send electronically only |
| Send by mail and electronically |

Register another ac

NEXT

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

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✓ Create a user ID and password   2   Register Account   **3   Additional Security Information**

Setup Security Information

To help protect your logon account from fraudulent use, you need to set up personal security questions. You may be prompted in the future to answer two or more of these questions as part of the Self Unlock/Reset Password process to help verify your identity.

Select and answer one question from each of the five sets. Use only Uppercase or lower case letters (a-z, A-Z), numbers (0-9), and single spaces in your answers. Do not use punctuation or symbols.

Help me with this task

Security Question #1

| What is your spouse's birth month? ⌄ |

Note: You will have five security questions.

Security Answer #1

➡ [_____]

Confirm Security Answer #1

➡ [_____]

➡ **SUBMIT**   Cancel

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.
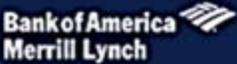
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✓ Create a user ID and password   2   Register Account   ③ Additional Security Information

End User License Agreement

END-USER LICENSE AGREEMENT

IMPORTANT — READ CAREFULLY
THIS IS A LEGAL DOCUMENT

TO USE THE APPLICATION(S) YOU MUST AGREE TO THIS END-USER LICENSE AGREEMENT. BY CLICKING "I AGREE" BELOW, YOU AGREE TO AND WILL BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS END-USER LICENSE AGREEMENT. IF YOU DO NOT AGREE, YOU WILL NOT BE AUTHORIZED TO USE THE APPLICATION(S).

SECTION 1   DEFINITIONS

The following defined terms shall have the meanings set forth below:

"EULA" shall mean this End-User License Agreement.

"Application(s)" shall mean the computer software programs offered to you over the Internet or Customer's intranet that are accessible by agreeing to this EULA, including any associated media, printed materials, and online or electronic documentation. Your access to the Application(s) and the features available (including the ability to make a payment) will depend on the arrangement between Provider and Customer, as well as your level of authorized access provided by the Customer's program administrator.

"Customer" shall mean the entity and any of its subsidiaries that entered into agreements with the Financial Institution for the provision of the Application(s) for use by the Customer, as an entity, and by its authorized employees, consultants, and/or other users.

Note: When you are setting up your account, the entire End-User License Agreement will display.

[AGREE]   [DISAGREE]   [PRINT]

9. Your account has been created.

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Leigh ▼

HOME   STATEMENTS   HELP

You last logged in on: 22 February 2016 10:44 AM EST

View Account Details

L████ES(4715████)

My Account

Credit Limit $████

Last Transaction Posted   **None posted**

VIEW LAST STATEMENT

No statements available for this account

Terms & Conditions   Privacy Policy

Set up Electronic Statements

If you did not 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.

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⏻ Leigh ▾

HOME	STATEMENTS	HELP

Manage Statement Options

Account Number	Name on Account	Statement Delivery Option
4715■■■■■■	LEIG■■■■■	Send electronically only ▾

Send by mail only
Send electronically only

SAVE   Cancel

Terms & Conditions   Privacy Policy

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.

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HOME   STATEMENTS   HELP

Account Details for ███████████ (4715████████

Summary   Transactions   Authorization Requests   **Statements**

Saturday, February 20, 2016	➡ 📄
Wednesday, January 20, 2016	📄
Sunday, December 20, 2015	📄
Friday, November 20, 2015	📄

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

0010004715 ███████

Bank of America ▚

| Purchasing Card | XXXX-XXXX-XXXX ██ January 21, 2016 – February 20, 2016 | Cardholder Activity |

Account Information

Mail Billing Inquiries to:
BANKCARD CENTER
PO BOX 982238
EL PASO, TX 79998-2238

Customer Service:
1.888.449.2273 24 Hours

TTY Hearing Impaired:
1.800.222.7365 24 Hours

Outside the U.S.:
1.509.353.6656 24 Hours

For Lost or Stolen Card:
1.888.449.2273 24 Hours

Payment Information

Statement Date	02/20/16
Credit Limit	$30,000
Cash Limit	$0
Days in Billing Cycle	31
Total Activity	$23,399.41

THIS IS NOT A BILL - DO NOT PAY

Account Summary

Credits	–$127.94
Cash	$0.00
Purchases	$23,527.35
Other Debits	$0.00
Cash Fees	$0.00
Other Fees	$0.00
Total Activity	$23,399.41
Accounting Code: ██	

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
01/21	01/20	STILLWATER WINNELSON C STILLWATER OK	24692166021000138911695	5074	127.94	
01/22	01/21	WM SUPERCENTER #137 STILLWATER OK	24445006022400152808909	5411	160.36	
01/22	01/21	LOWES #00241* STILLWATER OK	24692166022000607568959	5200	196.81	
01/22	01/21	STILLWATER WINNELSON C STILLWATER OK	24692166022000638464848	5074	16.20	
01/22	01/22	AIRGAS CENTRAL TULSA OK	24435656022200599404229	5169	30.00	
01/22	01/21	STILLWATER WINNELSON C STILLWATER OK	74692166022000638464876	5074		127.94
01/25	01/22	EWING ELECTRIC MOTOR STILLWATER OK	24270746023476900079688	7629	88.30	
01/27	01/26	UFIRST *LAUNDRY SVCS 978-658-8888 MA	24692166026000956022539	5137	142.60	
01/28	01/27	WW GRAINGER 877-2022594 PA	24755426028120280945369	5085	118.34	
01/29	01/28	KINNUNEN SALES & RENT STILLWATER OK	24692166029000048759665	5046	143.70	
01/29	01/28	SHERWIN WILLIAMS #7904 STILLWATER OK	24610436028004033477256	5231	110.51	
02/01	01/29	WAL-MART #0137 STILLWATER OK	24226386029360172877041	5411	80.14	
02/01	01/29	IMAGENET CONSULTING LLC 405-600-1310 OK	24055236029083705224167	5044	179.19	
02/01	01/29	STILLWATER WINLECTRIC STILLWATER OK	24692166030000585301324	5074	122.11	
02/01	01/29	CHEM CAN SERVICES 580-2371267 OK	24270746030472300441520	8999	700.00	
02/01	01/29	WW GRAINGER 877-2022594 PA	24755426030120301133835	5085	142.10	

0000000 0000000 0000000 ██████

Account Number: XXXX-XXXX-XXX ██
January 21, 2016 – February 20, 2016

Total Activity $23,399.41

BANK OF AMERICA
PO BOX 15731
WILMINGTON, DE 19886-5731

_____ _____
Cardholder Signature   Date

_____ _____
Manager Signature   Date

██████
OKLAHOMA STATE UNIVERSITY
██████
STILLWATER, OK 74078-0001

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