Request Application Form

1. New ProCards are requested via the [UA ProCard Request Form](#).
2. Complete the required fields down to the Approving Official fields.
3. **Approving Official:** Reference the [SBO Units & Staff](#) list for the name of the Approver listed for your department. **DO NOT list your supervisor.**
4. When submitted, an email from ua-pcard-reminder@alaska.edu will be sent to you with login and password information to access the training module.

Complete Training Module

1. Access the training module through the link provided in the email from ua-pcard-reminder@alaska.edu.
2. Upon successful completion of the training, applicants are provided access to the ProCard application site link in the CONGRATULATIONS slide at the end of the training to apply for the card.

Complete ProCard Application Form

1. Using the link in the CONGRATULATIONS slide at the end of the training, complete only the required fields marked with an asterisk * and leave the fields for funding, reconciler, etc. blank.
2. Card delivery (billing address):
   PO Box 757580
   Fairbanks, AK 99775
   SBO tracks and manages all incoming cards and will notify you when the card arrives.
3. **Approving Official:** As with the initial request form, enter the name and email for your Approver found on the [SBO Units & Staff](#) list. **DO NOT list your supervisor as this will cause form routing issues and may delay the application process.**
4. All credit cards are mailed directly to the cardholder department address after completing training. Note, the training module is maintained by Card Integrity and uses WordPress as the platform. The applicant may receive confirmation emails from either entity as part of the process.
5. As part of the process for obtaining your new credit card, you will receive two (2) emails from JP Morgan Chase. These emails provide information on the PaymentNet website, a user id and temporary password so you can log into the system. They are not spam! If you have not received them prior to physically getting your card, check your spam folder, as they may have been diverted.

6. You must log into the system to finish your setup to have access to all your card information, declines & authorizations, etc. Contact Procurement at 907-474-7374 if you have any problems logging in or finding your messages.
7. NOTE: The temporary password is only good for 5 days. Contact 907-474-7374 or JPMorgan (800-316-6056) to have it reset. Once you have set your permanent password it can be reset on-line through the PaymentNet website.

ProCard Delivery & Use

1. SBO will receive your new card and notify you to either pick it up at 201 Eielson Building in Fairbanks or mail to your department location if not on UAF campus.
2. Once you begin using the card, you do not need to access PaymentNet for any reason other than your reference.
3. Please DO NOT RECONCILE your own transactions in PaymentNet. SBO reconciles all cardholder purchases.
4. Submit all receipts and applicable backup to SBO using the ProCard Receipt Submission form within **48 hours** of purchase and we will take it from there!
5. You may receive communications from PaymentNet regarding your purchases. There is NO action necessary from you. These emails can be deleted from your inbox. If there are ever any questions regarding a ProCard transaction, our staff will reach out to you directly.