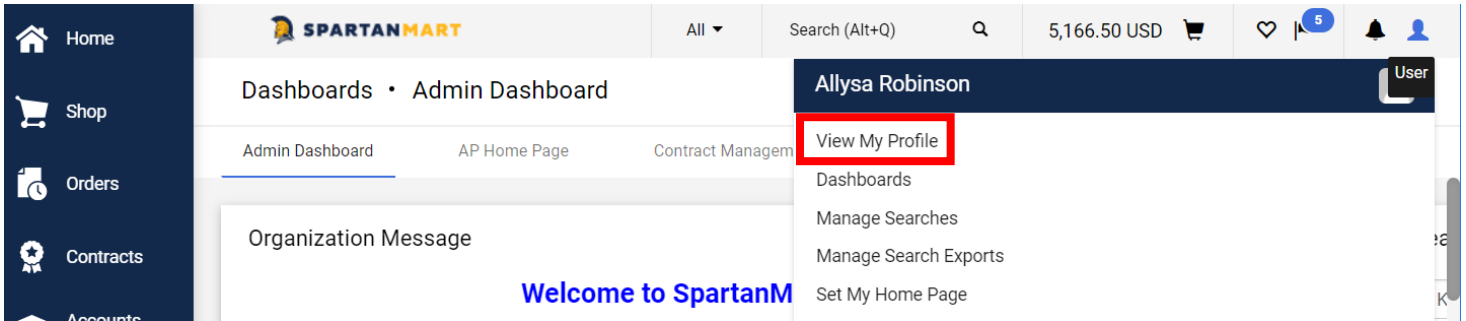


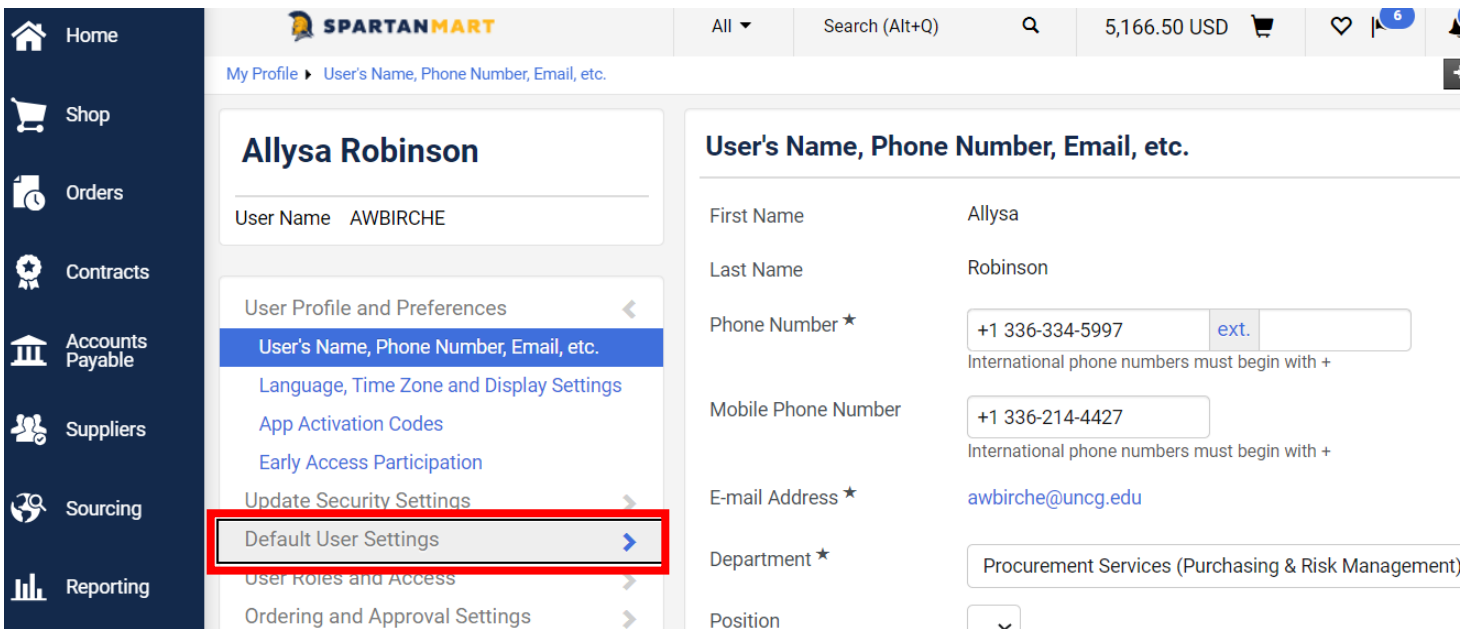
Adding PCard(s) to Profile and Updating Existing PCard Information

To add a PCard to your Profile...

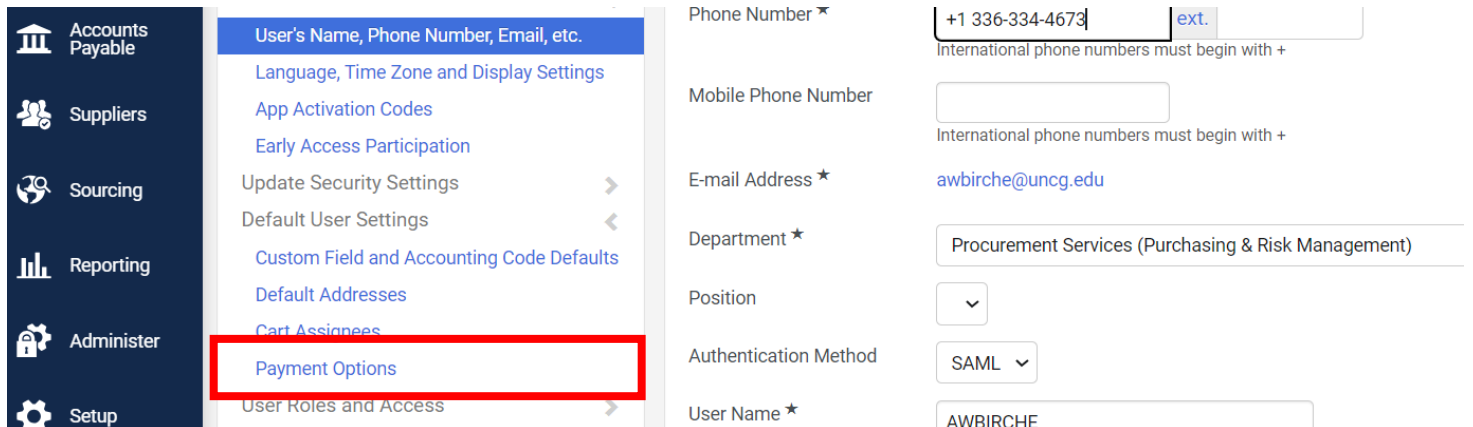
1. Click the down arrow next to your name and select 'View My Profile'.



2. Expand 'Default User Settings' from the menu on the left.



3. Select 'Payment Options'.



4. If the card you are adding will be the default payment method, click the **Apply the default card**. NOTE: This will apply the default credit card to every order you create.

The screenshot shows the SpartanMart user profile page. At the top, there is a navigation bar with the SpartanMart logo, a dropdown menu set to 'All', a search bar with the text 'Search (Alt+Q)', a magnifying glass icon, and a balance of '5,166.50'. Below the navigation bar, there is a breadcrumb trail: 'My Profile > Payment Options'. The main content area is divided into two columns. The left column contains the user's name 'Allysa Robinson' and 'User Name AWBIRCHE'. Below this is a list of settings: 'User Profile and Preferences', 'Update Security Settings', 'Default User Settings', 'Custom Field and Accounting Code Defaults', 'Default Addresses', 'Cart Assignees', and 'Payment Options' (which is highlighted in blue). The right column is titled 'Payment Options' and contains a checkbox labeled 'Apply the default card.' which is checked and highlighted with a red box. Below this checkbox is a blue button labeled 'Add A New Card'. Underneath the button is a section titled 'My Cards' which lists 'Allysa Pcard' and 'Renewal Allysa Pcard'.

5. Click the **Add New Card** button.

This screenshot is identical to the one above, showing the same user profile and payment options. However, in this version, the 'Add A New Card' button is highlighted with a red box, indicating the next step in the process.

6. Click inside the **Name this card (e.g. My Visa)** text box and type in a nickname for the card. (ex: “My PCard”, “Tony’s PCard”, etc.) Type in the **Cardholder’s Name, Card Number and expiration date** (as it appears on the card) and click **Save**.

Payment Options

Apply the default card.

Add A New Card

My Cards

- Allysa Pcard
- Renewal Allysa Pcard**

Card Details

Name this card (e.g. My Visa)

Cardholder Name

Card Number

Expiration Date

Default card

Save

7. Continue to add cards as needed by clicking the **Add New Card** button and continuing as you did above.

SPARTANMART All Search (Alt+Q) 5,166.50 USD

My Profile ▶ Payment Options

Allysa Robinson

User Name AWBIRCHE

User Profile and Preferences >

Update Security Settings >

Default User Settings <

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees

Payment Options

Apply the default card.

Add A New Card

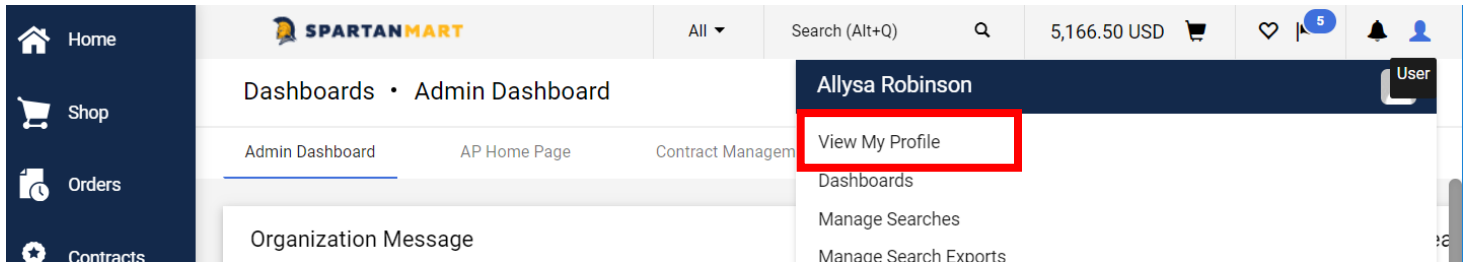
My Cards

- Allysa Pcard
- Renewal Allysa Pcard**

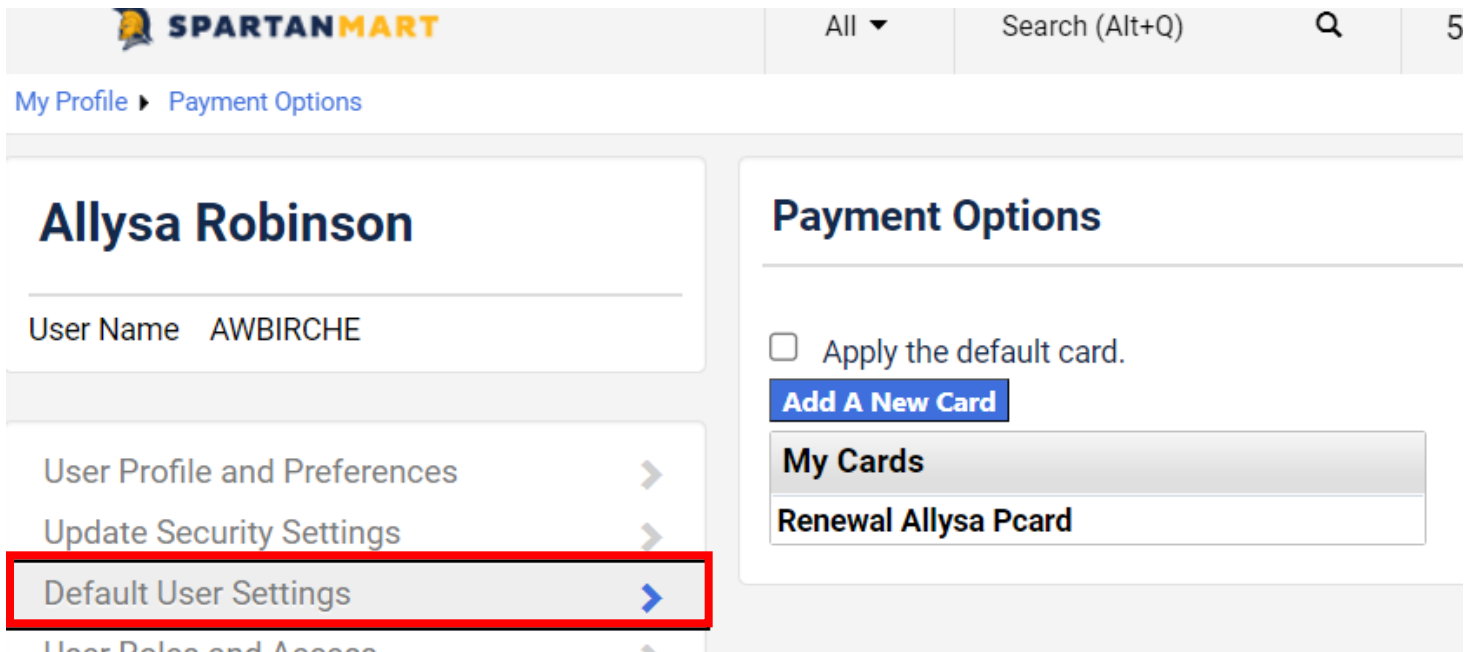
User Roles and Access >

To Update Your Existing PCard information –

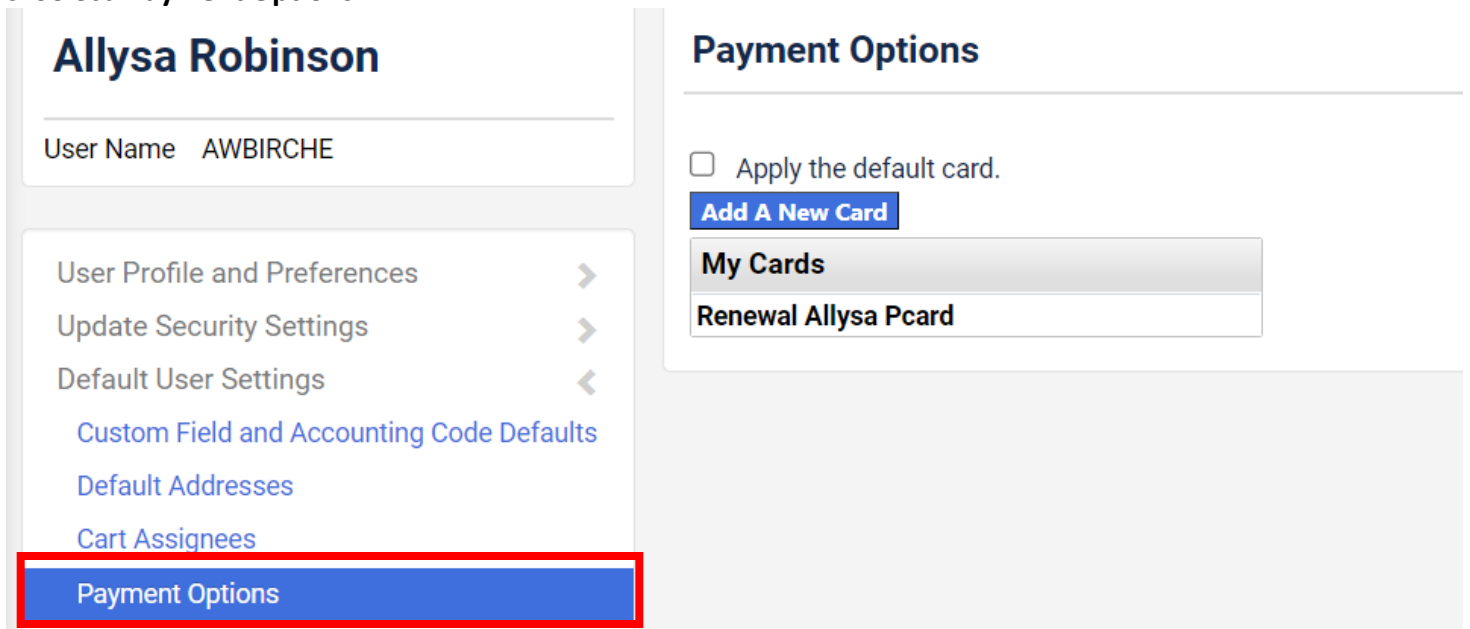
1. Click the down arrow next to your name and select **'View My Profile'**.



2. Expand **'Default User Settings'** from the menu on the left.



3. Select **'Payment Options'**.



4. Click on the PCard located under My Cards on the left.

The screenshot shows the SpartanMart user interface. At the top left is the SpartanMart logo. To the right are navigation elements: 'All' with a dropdown arrow, a search bar with the text 'Search (Alt+Q)', a magnifying glass icon, and a balance of '5,166.50'. Below the header is a breadcrumb trail: 'My Profile > Payment Options'. The main content area is split into two columns. The left column displays the user's name 'Allysa Robinson' and their user name 'AWBIRCHE'. Below this is a list of settings: 'User Profile and Preferences', 'Update Security Settings', 'Default User Settings', 'Custom Field and Accounting Code Defaults', 'Default Addresses', 'Cart Assignees', and 'Payment Options' (which is highlighted in blue). The right column is titled 'Payment Options' and contains a checked checkbox for 'Apply the default card.' and a blue button labeled 'Add A New Card'. Below that is a 'My Cards' section with a list containing 'Allysa Pcard' and 'Renewal Allysa Pcard', where the latter is highlighted with a red box.

5. The card information is shown on the right. You can edit the card information with a new number, expiration date, etc.

This screenshot shows the 'Payment Options' page in more detail. At the top left, there is an unchecked checkbox for 'Apply the default card.' and a blue button 'Add A New Card'. Below this is a 'My Cards' list with 'Renewal Allysa Pcard' highlighted in blue. To the right is a 'Card Details' form, outlined in red. The form fields are: 'Name this card (e.g. My Visa)' with the value 'Renewal Allysa Pcard'; 'Cardholder Name' with 'Allysa W Robinson'; 'Card Number' with 'XXXXXXXXXXXX7244'; 'Expiration Date' with dropdowns for '9' and '2026'; and 'Default card' with a checked checkbox. At the bottom of the form are two buttons: 'Save' (highlighted with a red box) and 'Remove'.

NOTE: If you have 'Apply the default card' checked, any carts created before the profile changes were made retain the old PCard values.